



Safeguarding Flow Chart

Please follow these steps if you have a concern about a child or an adult.

	Child	Adult
Step 1	You have a concern regarding a child. or A child has made a disclosure to you.	You have a concern regarding an adult. or An adult has made a disclosure to you.
Step 2	The concern or disclosure is recorded on the yellow Record of Concerns form .	The concern or disclosure is recorded on the yellow Record of Concerns form .
Step 3	The yellow Record of Concerns form must be handed into the Safeguarding Team or Senior Leadership Team (SLT) .	Please refer to table A below to ensure the yellow Record of Concerns form is handed into the appropriate member of staff.

Please remember it is vitally important that you follow the prompts provided on the Yellow **Record of Concerns form**. **Do not ask the child to write anything down, sign anything or take any photographs.**

All information should be **factual** and **accurate**.

Table A

If the disclosure is about:	
Allan Shephard	Report to Nargis Bostan (Chair of Governors) – nargis.bostan@gbshp.org or Travis Latham (TEF - Senior Regional Director) – travis.latham@elliottfoundation.co.uk
SLT	Report to Allan Shephard - Executive Principal
All other adults	Report to Allan Shephard - Executive Principal. In his absence, report concern to Nikki Rolfe - Acting Head of School.

Concern about a child next decisions made:

If a child is in immediate danger - Call 999, start to complete a **MARF** straight away and inform **DSL**. Contact Children's Social Care by telephoning Sandwell's Contact Centre (whilst MARF is being completed) on 0121 569 3100 (out of office hours is the same number).

If the child is in no immediate danger but you have Child Protection concerns you must complete a MARF as soon as possible within 24hrs.

MARF is emailed to Sandwell Children's Trust: access_team@sandwellchildrenstrust.org and call **0121 569 8555** to share password.

Contact Single Point of Access - 0121 569 3100.

Parents are only contacted if the concern in the MARF does not relate directly to them.

If a child is not in immediate risk - concerns are severe and are continuing to escalate. Threshold met for a MARF. **Advice taken from MASH Advisors - Jemma Jones - 07393009664 or Lisa Harvey - 07852254443 Community Operating Groups (COGS) Smethwick - 0121 569 7297 / Barry Cole (Manager) - 07946 708941 or Single Point of Access (SPOC) - 0121 569 2516 /0121 569 8145/07564018905.** Contact may be made to other professionals already involved with the family (if already open case to Social Care Services). Appropriate action is taken to support the child.

If a child is not at risk of immediate harm - low level concerns identified for early intervention.

The school may offer low level support, School will engage with a variety of outside agencies to look at appropriate support to meet the families needs. If more than one service is identified this would warrant an Early Help Assessment.

Concern about an adult next decisions made:

Information collated and investigated by SLT. Criteria for the Local Authority Designated Officer (LADO) followed. **LADO** will be alerted and relevant referral made for cases where it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children



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