



SHP Safeguarding Procedures Flow Chart

September 2021



Child

You have a **concern** regarding a child
or
A **disclosure** is made to you

The **concern** or **disclosure** is recorded on **MyConcern**
or
on a yellow form and handed directly to a DSL *only* if
MyConcern is not available

A follow up phonecall **must be made immediately** to a
DSL ext 213/214/217 to confirm that the report has been
received. If a DSL cannot be contacted in school please call
the duty DSL on 07719313624 (including non term time)

- **All information must be factual and accurate**
- **Do not ask the child to write anything down or sign anything**
- **Do not take any photographs**

A member of the Safeguarding Team will assess the concern/disclosure, have conversations to gather more information if needed, then take one of the following actions:

If a child is in immediate risk of harm: A referral is made to the Multi Agency Safeguarding Hub (0121 569 3100) access_team@sandwellchildrenstrust.org Parents are only contacted if the concern does not relate directly to them

If a child is not in immediate risk but concerns are severe: Advice is taken from an Early Help Social Worker at Common Operating Group (COG) 0121 569 7297. The appropriate action is taken to support the child.

If a child is not at risk of harm but there are issues which the family need support with: The school engages with a variety of outside agencies to support the families' needs. This may be done through the Early Help Team

Out of hours – Duty of Care – 0121 569 3100

During an investigation involving children's social care and police, a member of SLT and the DSL will establish what support is needed.

Please always remember: Don't think "What if I'm wrong?" Think "What if I'm right?"

Adult

You have a **concern** regarding an adult's conduct
or
A **disclosure** regarding an adult has been made to you

Details of the **concern** or **disclosure** are **emailed immediately**
to the appropriate professional

If the concern is about the conduct of	Email details immediately to
Allan Shephard	Caroline Oliver, Regional Director (Safeguarding) caroline.oliver@elliottfoundation.co.uk and Ruth Dickens, HR Director ruth.dickens@elliottfoundation.co.uk
SLT	Allan Shephard, Executive Principal
Any other adult	Allan Shephard or a Vice Principal in his absence