



# SHP Safeguarding Procedures Flow Chart

September 2022



## 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 at risk of harm (see SCSP's Multi-agency Thresholds Document):**

A referral (MARF) is made immediately to the [Multi Agency Safeguarding Hub](#) (0121 569 3100). Parental consent is sought unless this might increase the risk of harm.

### **If a child is not at immediate risk but concerns are severe:**

Advice is taken from a duty social worker at the [Multi Agency Safeguarding Hub](#) (0121 569 3100). 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 and/or child need support with:**

The school agrees an action plan to support the family and/or child's needs. This may involve family support, mentoring and/or support from 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.

**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

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