



SHP Safeguarding Procedures Flow Chart

September 2020



Child

You have a **concern** regarding a child
or
A child has made a **disclosure** 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 the duty DSL ext 213/214 to confirm that the report has been received. If the Duty DSL cannot be contacted inform SLT on ext 220.

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

Adult

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

The **concern** or **disclosure** is **emailed immediately** to the appropriate professional

If the concern is about the conduct of	Email details immediately to
Allan Shephard	Travis Latham, Senior Regional Director travis.latham@elliottfoundation.co.uk Or Nargis Bostan, Chair of Governors nargis.bostan@qbshp.org
SLT	Allan Shephard, Executive Principal
Any other adult	Allan Shephard or a Vice Principal in his absence

A member of the Safeguarding Team will follow up the concern/disclosure with the child either via a video call with an appropriate adult present or in person following COVID safety guidelines. They will then decide to 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?"