

Safeguarding Flow Chart

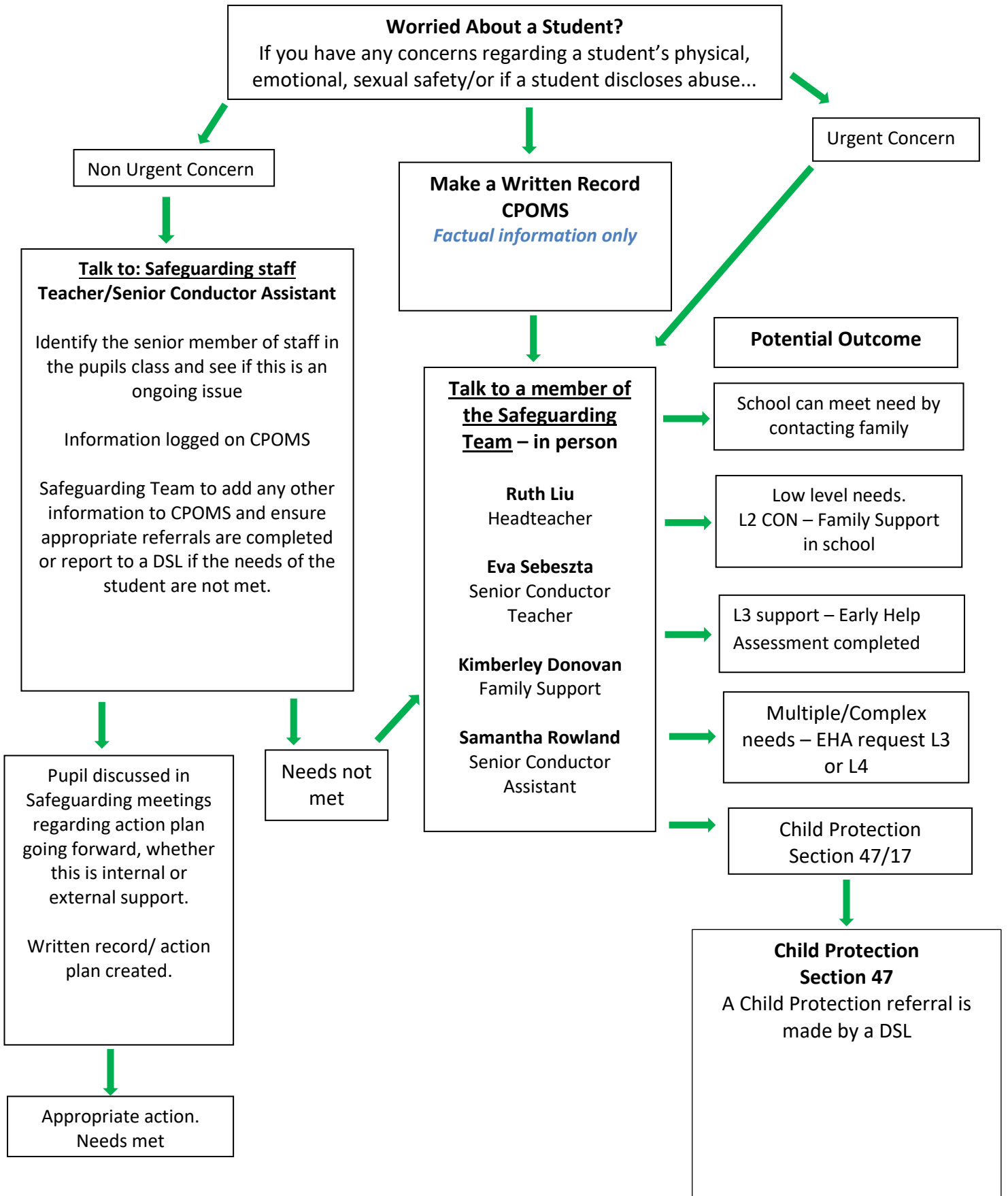
Keeping children safe in education (Sept 2023) is statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Non-Maintained Special Schools (England) Regulations 2015. Schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children. This means that they should comply with it unless exceptional circumstances arise.

Section 175 of the Education Act 2002 requires us to safeguard and promote the welfare of the students in our care.

If you see or hear something that concerns you, please see flowchart and 'Safeguarding Information for All Staff' booklet.

Step	Worried about a Student?
1	<p>If you are worried about a student talk to the Safeguarding Team, the Teacher/Senior Conductor Assistant in their class to see if this is an ongoing issue/concern. A written record of your concerns needs to be logged on CPOMS</p> <p>Outcome: Concerns addressed, needs met.</p>
2	<p>Having spoken to the Safeguarding Team or Teacher/Senior Conductor Assistant and concerns remain, these concerns will then be raised at the Safeguarding Team meeting. Incident logged on CPOMS</p> <p>Outcome: Concerns addressed, needs met.</p>
3	<p>If a student discloses to you that they are being abused/at risk of significant harm make a careful record, (if handwritten) sign and date this and speak to the Safeguarding Team – see Child Protection Policy for more details. A written record (including scan of notes) to be logged on CPOMS. Original notes to be handed in person to the Safeguarding Team so these can be appropriately stored</p> <p>Outcome: (Go to 4d).</p>
4a	<p>Additional needs identified – If as a member of staff, you feel you are identifying an additional need previously not being planned and supported for, talk to the DSL. This can lead to an action plan being produced which will usually include family, student, support available from school, e.g. a meeting with the family or relevant people involved</p> <p>Outcome: Action Plan for family.</p>
4b	<p>Additional needs identified which cannot be met within School– Early Help Assessment process undertaken with family to identify underlying causes for concern and to ensure early access to appropriate support services. Potential referral to Children Family Wellbeing service or Family Support Team to be lead professionals. This will be discussed with the Safeguarding Team on appropriate route</p> <p>Outcome: EHA, Internal or External Support at Level 2 or 3 on Continuum of Need Single or Multi-agency support in place</p>
4c	<p>Multiple/Complex needs identified – EHA or Referral to Children’s Social Care S17 or S47 referral</p> <p>Outcome: Concerns raised. Needs addressed via the referral process and Continuum of Need Thresholds.</p>
4d	<p>Follow safeguarding procedures as set out in Child Protection and Safeguarding Training.</p>

Safeguarding Flow Chart



C- Concern

I – Information / Intervention

A - Action