APPENDIX 1

Safeguarding Flow Chart

Worried About a Student?
If you have any concerns regarding a student's physical, emotional, sexual safety/or if a student makes a disclosure, please ensure you pass this on to the relevant person/s...

Non-Urgent Concern

Urgent Concern

If a child makes a disclosure, write up notes immediately after the conversation.
Factual information only

Talk to: Safeguarding staff- in person

Identify a Safeguarding Lead/Deputy and discuss this issue to ascertain if this needs further action.

Information logged on CPOMS if this is the decision made by the DSL/DDSL.

Safeguarding Team to add any other information to CPOMS and ensure appropriate referrals are completed or report to a DSL if the needs of the student are not

Pupil to be discussed in bi-weekly Safeguarding meetings regarding action plan going forward, whether this is internal or external support.

Written record/ action plan created.

Appropriate action. Needs met

Talk to a member of the Safeguarding Team without delay – in person

Jenny Davies
Deputy Headteacher

Eva Sebeszta
Senior Conductor Teacher

Kimberley Donovan
Pastoral and Wellbeing Lead

Samantha Rowland
Senior Conductor Assistant

If a member of the safeguarding team is not available speak to the Headteacher who will make contact with the relevant member of staff.

Potential Outcome

Level 1: Universal
Needs met through school/universal services

Level 2: Getting Help
Early Support: 2-3 services work together to meet child/ family needs

Level 3: Targeted
Early Help Assessment to be completed for complex / multiple need

Level 4: Statutory & Complex Needs
Child in need of statutory intervention or child protection requiring assessment under Section 17/47

Make a Written Record CPOMS
Factual information only and 'assign' to the DSL you reported to.