**Consult with child and family if necessary**

* Agree support and refer to guidance “Pathway to Provision”

**Allegations/Concerns regarding adults? (paid or volunteer)**

* Call LADO: **0115 804 1272**
* Call NSPCC Whistle Blowing: **0800 028 0285**

Record all decisions and actions, working to agreed outcomes and within timescales.

Escalate any emerging threats/concerns by adopting NSCP procedures

**Still concerned in school time?**

* Make MASH referral:   
  0300 500 80 90
* If safe, call Early Help:   
  0115 804 1248
* Have all child/families personal details to hand

**Out of hours concern?**

* Out of hours emergency duty team: 0300 456 45 46

**Safeguarding concern resolved/no longer held**

* Decide on actioned needed to support child
* Implement any actions and support plans
* Record decisions and ensure follow ups take place

**Discussing concerns with DSL**

* DSL to consider further actions and make necessary decisions
* If unsure call **MASH Consultation Line** for advice: **0115 977 427** (details not to be shared, this is an advice line)
* Concerns, discussion, decisions and reasons for decision should be recorded in writing
* “Confidential concerns” or “Child protection file” should be opened and filed in line with school procedures
* At all stages, the child’s circumstance should be kept under review. Re-refer to relevant referral point if circumstances do not improve.

**A child makes a disclosure**

* **Listen calmly and attentively**, allow them to speak freely and reassure them that they have made the right choice
* **Use open-ended questions** (“Can you tell me what happened?”) and **avoid leading or investigative questions**
* **Reassure them** that they are being taken seriously and will be supported
* **Do not promise confidentiality** — explain that you must share the information to keep them safe
* **Avoid physical comfort gestures** unless **clearly** appropriate.
* **Do not ask the child to write a statement or sign your notes**
* **Record the child’s exact words** and any wishes or feelings expressed on paper
* **Report verbally to the DSL** or SLT in DSL’s absence and **write up the conversation as soon as possible**
* **Where possible**, manage disclosures with **two staff present**, ideally including the DSL or Deputy DSL

**DO NOT DELAY. Take any immediate actions necessary if a child is in immediate danger and call the police on 101**

**Concerned for a child’s welfare in and outside of school?**Be alert to signs of abuse, low attendance, unusual behaviour and/or changes to presentation



**Name of School - Child Protection & Safeguarding Flowchart**