**Name of School/Academy/AP Child Protection & Safeguarding Flow Chart**

**‘What to do if you are worried a child is being abused, at risk of harm or neglect’**

**Actions where there are** **concerns about a child’s welfare in and outside of school**

* Be alert to signs of abuse, question unusual behaviour or changes to presentation.

**Safeguarding concern**

**Resolved /no longer held**

Support has been agreed, record decisions and any follow up needed. actions.

**Unmet needs identified**

Decide what actionsare needed to support the child.

**Consult with the child young person, family and relevant agencies:** Agree support, refer to NSCP guidance ‘Pathway to Provision’ version 9.1.

**Out of hours**

**Emergency**

**Duty Team 5.00pm – 8.30am**

**Tel 0300 4564546**

**NSPCC Whistle blowing Tel:**

**0800 028 0285**

**Where a child discloses abuse, neglect, sexual violence or sexual harassment**

* Listen to what they say, keep calm, reassure they are right to tell, and you will take action to help keep them safe.
* Inform them you need to share the information and what you are going to do next
* Do not promise confidentiality, you will need to share/ report the information to appropriate services.
* **DO NOT DELAY, take any immediate necessary action to protect the child and ensure the Designated Safeguarding Lead is informed or member of SLT in the DSL’s absence.**
* Do not question further or inform the alleged abuser.

**Discuss concerns with the Snr Designated/Named Safeguarding Lead**

* The Safeguarding Lead will consider further actions including consultation with Children’s Social Care/ MASH (if a new concern).
* Concerns and discussion, decisions and reasons for decision should be recorded in writing and a ‘confidential concerns’ or a ‘child protection’ file should be opened, stored in line with the school child protection policy.
* At all stages the child’s circumstances should be kept under review and re-refer if appropriate, to ensure the child’s circumstances improve – **the child’s best interests must come first.**

**Still have concerns - Refer to MASH** **(Multi-Agency Safeguarding Hub) Social Care**

Have child/families’ personal details to hand and be clear about concern/allegations.

**Children’s Social Care**

**During Office Hour, Monday to Friday**

**Multi Agency Safeguarding Hub (MASH) Tel: 0300 500 80 90**

**If the child is at immediate risk dial 101 and ask for assistance** Record all decisions and actions, working to agreed outcomes and within timescales. Escalate any emerging threats/concerns by adopting Nottinghamshire Safeguarding Children Partnership procedures. www.nottinghamshire.gov.uk/nscp

**Contacts: For any allegations/concerns regarding an adult who works with (in either paid/voluntarily) employment with children contact the LA Designated Officer (LADO) for referrals** [**Tel:-**](Tel:-) **0115 8041272. LADO Strategic Lead Tel:** **0115 9773921**

**Cheryl Stollery – LA Safeguarding Children in Education Officer** [**Tel:-**](Tel:-) **0115 8041047**

**This flow chart is a brief guide - Please refer to our School Child Protection Policy.**

**School/Academy Child Protection/ Safeguarding Policy**