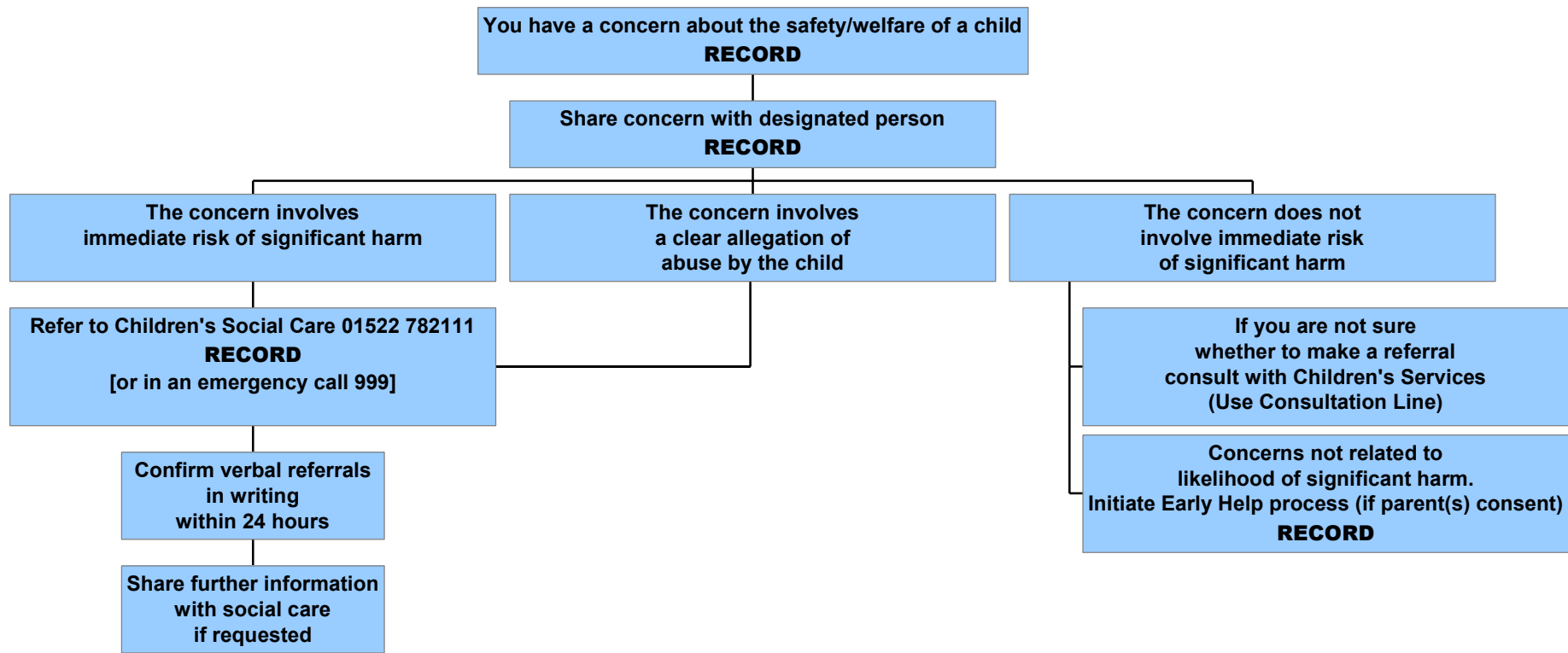


Flowchart of action to take if concerned about a young person



Verbal Notification of Concern to DSL/DDSL

<u>Staff Member</u>	<u>Student Concerned</u>	<u>Date and Time raised</u>	<u>Details of information leading to concern</u>	<u>Transferred to Electronic Confidential File?</u>

Details provided will be used to make a decision regarding immediate actions and therefore as much information as possible is essential.

Is the information 1st or 2nd hand?

- Where were you in college when they disclosed to you?
- Was anyone else with you?
- What did they say – their words and descriptions?
- What did you do or say?
- Did they show you an injury - Where is it, colour, size what does it look like?
- What else do you know about the child – other relevant information?
- Whether information is fact/ professional judgement
- Avoid acronyms/jargon/abbreviations

Staff Notification of Safeguarding Concern

PLEASE RAISE CONCERNS VERBALLY WITH VICKY WEAVER OR CLAIRE GOODENOUGH BEFORE COMPLETING AND SENDING FORM

<u>Staff Member</u>	<u>Student Concerned</u>	<u>Date and Time raised</u>	<u>Details of concern</u> (please provide as much detail as possible)

Date and Time of Record.....

Details provided will be used to make a decision regarding immediate actions and therefore as much information as possible is essential.

Is the information 1st or 2nd hand?

- Where were you in college when they disclosed to you?
- Was anyone else with you?
- What did they say – their words and descriptions?
- What did you do or say?
- Did they show you an injury - Where is it, colour, size what does it look like?
- What else do you know about the child – other relevant information?
- Whether information is fact/ professional judgement
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