

CALDER HOUSE SCHOOL

Safeguarding Flow Chart No1: What to do if you are worried a child is being abused or neglected

A member of staff has a concern about a child's welfare

Staff should always be alert to signs of abuse and question unusual behaviour.

Where a young person discloses abuse or neglect

- Listen to the child. Take their allegations seriously.
- Reassure the child that you will take action to keep them safe
- Do not promise to keep secrets.
- Make a written record of what the child tells you.
- Explain to the child what you are going to do next.
- Do not question the child further or attempt to question the alleged abuser.

Discuss concerns with the Designated Safeguarding Lead (DSL).

- The DSL at Calder House is Julie Delahay
- If the matter involves Julie Delahay, or she is unavailable, it should be brought to the attention of Jason Page, the Deputy DSL or Karen Prees (Chair of Governors).
- A written record of the matter will be kept in the Child Protection Issues Raised folder which is kept in a dedicated locked cabinet in the Head Teacher's office.
- If the matter involves Julie Delahay, Jason Page and Karen Prees, it should be investigated by Anne O'Doherty (headteacher at the Dominie School in London). Staff should contact Mrs O'Doherty directly on 0207 720 8783.
- A member of staff should contact Children's Social Care directly only in exceptional circumstances and are asked to advise the DSL or Deputy DSL that they have done so.

The child is judged to be in real and immediate danger: dial 999 and ask for Police assistance.

There is a safeguarding concern: the matter should be referred to Family and Children's Services

- During Office Hours: contact the Multi Agency Safeguarding Hub (MASH) on 0300 4560108.
- Out of Hours: contact the Emergency Duty Team on 0300 456 0100

Children's Social Care will:

- Acknowledge receipt of the referral
- Decide (within 24 hours) on next steps
- Inform the referrer of the course of action that has been decided

There is not a safeguarding concern:

- The DSL will carefully consider if the child/family has any further needs which ought to be addressed.
- The DSL will consult with family and relevant agencies and undertake a Common Assessment (Early Help CAF) if required.
- The member of staff who made the referral will be informed of the outcome.