Worth Valley Primary School
Safeguarding Reporting Flowchart

Designated Safeguarding Leads				
Ceinwen Lodge (DSL)	Rachael Page	Lisa Boothroyd	Tonya Barnes	Caroline Oram

Staff Member Identifies a Concern

- **Signs of Concern:** Observes signs of abuse, neglect, or receives a disclosure from a child.
- **Immediate Action:** Ensure the child is safe. If in immediate danger, call emergency services (999).

Record the Concern

- **Documentation:** Record the concern as soon as possible, including the date, time, and a detailed account of what was observed or disclosed. Use the blue safeguarding report form.
- **Confidentiality:** Maintain confidentiality, only sharing the concern with designated staff.

Report to Designated Safeguarding Lead (DSL)

- **Who to Report:** Inform a Designated Safeguarding Lead (DSL) immediately.
- **Action by DSL:** The DSL assesses the situation and decides on the next steps.

DSL Assessment and Action

- **Assessment:** The DSL reviews the concern, consulting with the child if appropriate, and considers the context and any previous concerns.
- **Decision:**
  - **Low-Level Concerns:** Manage internally within the school, possibly involving support staff or early help services.
  - **Serious Concerns:** Refer to Bradford CFT within 24 hours.

Referral to Bradford CFT (if necessary)

- **Contact Bradford CFT:** The DSL contacts Bradford CFT if there is a significant risk of harm.
- **Supporting Documentation:** Submit a written referral alongside any documented evidence.

Response from Bradford CFT

- **Outcome:** CFT decides on the level of intervention required and informs the DSL of the decision.
- **Further Action:** Depending on the outcome, CFT may initiate an investigation, provide support services, or advise on further action within the school.

Monitoring and Follow-Up

- **Ongoing Monitoring:** The DSL monitors the situation, ensuring the child's safety and well-being.
- **Further Reports:** Any further concerns are reported using the same procedure.
- **Staff Support:** Ensure that staff members involved in the case are supported.

Recording and Review

- **Documentation:** Keep all records secure and ensure they are up-to-date.
- **Review:** Regularly review safeguarding procedures to ensure effectiveness and compliance with local authority guidelines.