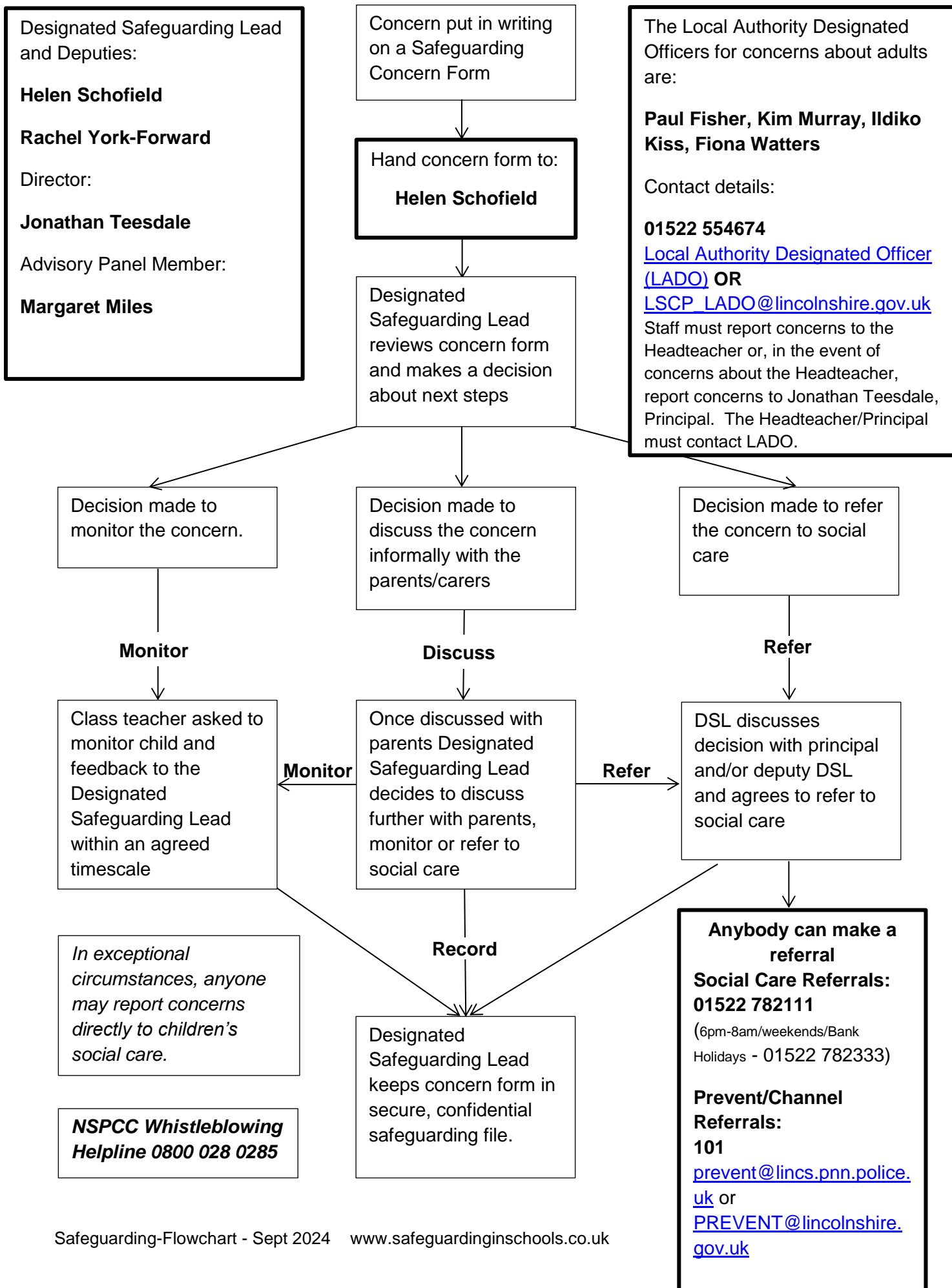


# FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD



Designated Safeguarding Lead and Deputies:

**Helen Schofield**  
**Rachel York-Forward**

Director:

**Jonathan Teesdale**

Advisory Panel Member:

**Margaret Miles**

Concern put in writing on a Safeguarding Concern Form

Hand concern form to:  
**Helen Schofield**

Designated Safeguarding Lead reviews concern form and makes a decision about next steps

Decision made to monitor the concern.

**Monitor**

Class teacher asked to monitor child and feedback to the Designated Safeguarding Lead within an agreed timescale

*In exceptional circumstances, anyone may report concerns directly to children's social care.*

**NSPCC Whistleblowing Helpline 0800 028 0285**

Decision made to discuss the concern informally with the parents/carers

**Discuss**

Once discussed with parents Designated Safeguarding Lead decides to discuss further with parents, monitor or refer to social care

**Record**

Designated Safeguarding Lead keeps concern form in secure, confidential safeguarding file.

The Local Authority Designated Officers for concerns about adults are:

**Paul Fisher, Kim Murray, Ildiko Kiss, Fiona Watters**

Contact details:

**01522 554674**

[Local Authority Designated Officer \(LADO\)](#) OR

[LSCP\\_LADO@lincolnshire.gov.uk](mailto:LSCP_LADO@lincolnshire.gov.uk)

Staff must report concerns to the Headteacher or, in the event of concerns about the Headteacher, report concerns to Jonathan Teesdale, Principal. The Headteacher/Principal must contact LADO.

Decision made to refer the concern to social care

**Refer**

DSL discusses decision with principal and/or deputy DSL and agrees to refer to social care

**Anybody can make a referral**

**Social Care Referrals: 01522 782111**

(6pm-8am/weekends/Bank Holidays - 01522 782333)

**Prevent/Channel Referrals: 101**

[prevent@lincs.pnn.police.uk](mailto:prevent@lincs.pnn.police.uk) or [PREVENT@lincolnshire.gov.uk](mailto:PREVENT@lincolnshire.gov.uk)