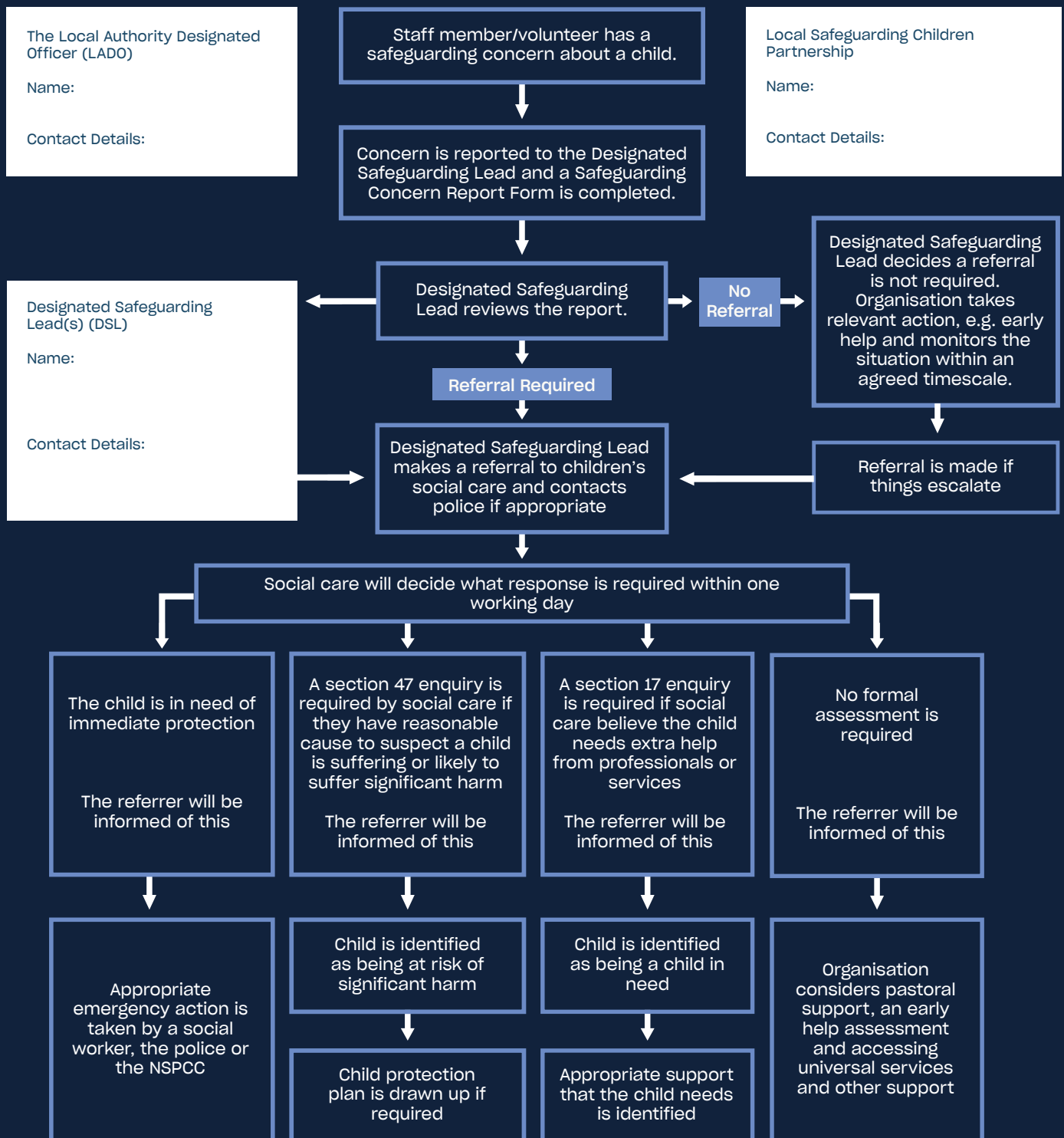


# Flowchart of Procedures for Responding To Safeguarding Concerns



The Local Authority Designated Officer (LADO)  
Name:  
Contact Details:

Staff member/volunteer has a safeguarding concern about a child.

Local Safeguarding Children Partnership  
Name:  
Contact Details:

Concern is reported to the Designated Safeguarding Lead and a Safeguarding Concern Report Form is completed.

Designated Safeguarding Lead(s) (DSL)  
Name:  
Contact Details:

Designated Safeguarding Lead reviews the report.

No Referral

Designated Safeguarding Lead decides a referral is not required. Organisation takes relevant action, e.g. early help and monitors the situation within an agreed timescale.

Referral Required

Designated Safeguarding Lead makes a referral to children's social care and contacts police if appropriate

Referral is made if things escalate

Social care will decide what response is required within one working day

The child is in need of immediate protection  
The referrer will be informed of this

A section 47 enquiry is required by social care if they have reasonable cause to suspect a child is suffering or likely to suffer significant harm  
The referrer will be informed of this

A section 17 enquiry is required if social care believe the child needs extra help from professionals or services  
The referrer will be informed of this

No formal assessment is required  
The referrer will be informed of this

Appropriate emergency action is taken by a social worker, the police or the NSPCC

Child is identified as being at risk of significant harm  
Child protection plan is drawn up if required

Child is identified as being a child in need  
Appropriate support that the child needs is identified

Organisation considers pastoral support, an early help assessment and accessing universal services and other support

All concerns and correspondence will be kept in a secure, confidential file. The child's circumstances will be kept under review at all stages and a referral will be made again if it is appropriate for improving the child's circumstances. The child's best interests must always come first.

If the concern is about a staff member/ volunteer in your organisation, the DSL should refer this to the LADO who will determine the best route of action to be taken.

If your concern would involve a Prevent/Channel referral, contact:

If you have a concern that a girl has undergone, or is about to undergo, FGM, contact: