

## Reporting a safeguarding concern flow chart

### **Step 1:** A disclosure or observation concerns you.

Using our school's reporting form, write down, using the child's words, the concern on the form. Do not tell the child or make them believe you will keep this information confidential.

Likewise, if it is an observation you have made that concerns you. Write down your concern using our school's reporting form.

### **Step 2:** Report to Head Teacher DSL or the next nearest available DSL. You can leave class at anytime to report a concern.

The DSL will give a brief outline of next steps.

### **Step 3:** Inform the person you work alongside with that you have made a disclosure and name the child.

**Note:** Do not discuss the detail of the disclosure/observation with this colleague or any other.

### **Step 4:** DSL to report any follow up instructions required to staff directly working with that child without disclosing the nature of the concern.

E.g. Monitor x. Or only x can collect etc.

### **Step 5:** Person who reported the concern can speak to the DSL they reported the initial disclosure to for updates if they wish.

If concerned about the management of a case (being neglectful) and you believe a child is at risk of severe harm or is in imminent danger share your concerns with the DSL. Ask for the rationale behind the decision.

If you still do not think the appropriate action has been taken, make an appointment to speak with the Head Teacher (even if they were the DSL) to make formal complaint.

### **Step 6:** If you consider a child is at serious risk of harm and you have reported your concerns formally to the Head Teacher, and do not consider appropriate action has been taken then refer to the school's Whistleblowing policy.