Flowchart of Procedure for Reporting Safeguarding Concerns

Safeguarding concern arises from information which indicates that an individual has or may have:

- Behaved in a way that harmed (or may have harmed) a child(ren), young person(s) or adult(s) at risk;
- Possibly committed a criminal offence against or related to a child(ren) or young person(s);
- Behaved towards a child(ren) or young person(s) in a way that indicates they are unsuitable to work with children or young people.

Contact Faculty/Service Designated Safeguarding Officer and complete Safeguarding Incident Reporting Form

Designated Safeguarding Officer reviews Safeguarding Incident Reporting Form

Seek confidential advice from the Senior Safeguarding Officer or nominated authority (including concerns about the behaviour of another member of staff).
Recipient does not investigate concern.

Senior Safeguarding Officer / DSO makes decision to refer concern to relevant local Safeguarding Board / Police / Social Services for investigation and records action taken.

Safeguarding Incident Reporting Form recorded securely.

No longer has concern

Participate in local Safeguarding Board / Police investigation as required*

No action required – Senior Safeguarding Officer completes Safeguarding Incident Outcome Form and sends to Safeguarding Officer (Operational) together with Safeguarding Incident Form

Senior Safeguarding Officer maintains contact with relevant local Safeguarding Board / Police / Social Services and records outcome on Safeguarding Incident Outcome Form and sends to Safeguarding Officer (Operational)