## 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 No longer has concern relevant local Safeguarding Board / Police / Social Services for investigation and records action taken. Safeguarding Incident Reporting Form recorded securely. No action required – Senior Participate in local Safeguarding Officer completes Safeguarding Board / Police Safeguarding Incident Outcome investigation as required\* 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)