# Safeguarding Process Flowchart

If you are the notifier of a Safeguarding concern:-

* A safeguarding concern could arise from a direct observation, disclosure from a child or adult at risk, observation by a third party or referral from a Public, Statutory, or Regulatory Body (PSRB)

If you are the notifier, are you raising a concern during the core working day? If yes:-

* Either complete a ‘Let us know’ form, inform Local Designated Safeguarding Officer or inform Student Wellbeing

If you are the notifier, are you raising a concern during the core working day? If no:-

* Consider if a child or adult is at immediate risk, or if the concern can be picked up the next working day.
* If it can’t wait, inform Campus Support
* If it can wait, either complete a ‘Let us know’ form, inform Local Designated Safeguarding Officer or inform Student Wellbeing

If it can’t wait and you have informed Campus Support, Campus Support will then follow an internal process and Emergency Services will be called if required. Campus Support will then include the concern or incident on their Overnight Report which will be picked up the following working day by a DSO in Student Wellbeing.

Whichever route is used to report, a Designated Safeguarding Officer (DSO) will consider the referral.

The DSO will consider whether or not the person identified meets the definition of a child or adult at risk. If the answer is no, the DSO:-

* Asks Student Wellbeing to respond
* Student Wellbeing will then
  1. Respond appropriately
  2. Ensure complete and accurate records are stored securely

If the answer is yes, the DSO:-

* Reviews the information
* Gains other relevant information
* Identifies any immediate risk and takes appropriate action
* Discusses the case with a senior DSO
* Involves HR if a staff member is involved

The DSO, Senior DSO (and HR representative if appropriate) will then take appropriate steps as required, which could include one or more of the following:-

* To conduct a formal risk assessment
* To offer support to the individual via internal services, or refer to external support
* To consult with internal colleagues (which may include bringing relevant people together for a case conference)
* To liaise with external partners to gain or share information (this could include a placement provider, an apprentice employer, a LADO and/or the DfE Regional Prevent Co-Ordinator
* To contact the Police
* To make an external referral (this could include a referral to the relevant LADO, the DBS and/or to a Public Statutory or Regulatory Body (PSRB)
* To refer the case to the Prevent Lead for them to make a decision on whether a Prevent referral is required

Limited information is passed back to the person making the referral if possible/appropriate. Then the DSO and Senior DSO ensure that complete and accurate records are stored securely while the DSO maintains contact with authorities