6.7 Reporting concerns flowchart of actions to take

Staff or volunteer has concerns about a child

Is the child in immediate danger – if so ring 999 and inform DSL

Report to Designated Safeguarding Lead (DSL)

• Inform immediately • Complete short factual written report (same day)
• Record facts only and child's own words • Pass securely to DSL
• Do NOT investigate or promise confidentiality

DSL Review and Decision Making

- Does the child's family already know?
- If NO – Discuss with parents/carers unless: • Family member may be responsible • Someone may be put at risk • It may interfere with criminal investigation If any apply – Seek agreement with LADO/Children's Social Care before informing family

Is Advice Required? DSL may consult:

• Local Authority Designated Officer (LADO) • Children's Social Care
• NSPCC Helpline (identity can remain anonymous initially)

If there is any uncertainty about the concerns/ advice required or DSL considers discusses with local LADO or NSPCC (this can be done initially without disclosing identity)

Outcome CONCERNED

• Early Help or referral to Children's Social Care • Referral to LADO (if allegation against staff/volunteer) • Police involvement if criminal offence suspected
• Record all decisions and rationale

Outcome NO LONGER CONCERNED

• Record rationale • Continue monitoring with DSL
• Provide pastoral support if appropriate