



# Safeguarding Flowchart

## People with responsibility for leadership of child protection and safeguarding:

Warrick Barton (Designated Safeguarding Lead), Sam Miller (Deputy DSL), Jess Flack (Safeguarding Governor)

**All staff must** be familiar with guidance in school induction information, the current Child Protection and Safeguarding Policy and Part 1 of Keeping Children Safe in Education (2022). **These documents are available online and in the staffroom.**

If something a child says or does gives cause for concern  
Or  
If anyone observes injuries that appear to be non-accidental  
Or  
Where a child or young person makes a direct allegation or implies that they have been abused  
Or  
Makes allegation against a member of staff

Ensure medical attention is received if necessary

Remain calm, reassure, listen and use the prompt: **"Tell me what happened."**  
(AVOID using "Who, What, When and How" unless this is absolutely necessary for clarification of what the child is trying to say. Do NOT use 'Why' in a question.)

**IMMEDIATELY AFTERWARDS**, complete a concern sheet (available in the school office and staff room), including an account that is word-for-word as far as possible. Pass the sheet to Warrick Barton, designated safeguarding lead (DSL).

**If Warrick is not available**, please advise Sam Miller, deputy DSL, that you have a safeguarding concern you need to raise with him. If this is not possible, please contact Warrick on 07973 841638 or Sam on 07725 334672.

**If the concern is an allegation against the headteacher**, this must be reported to Emily Huish or Jason Rehbein, Co-Chairs of Governors. They can be contacted on 07766 667266 and 07756 006555 respectively. They will follow procedure as given in Appendix 4 of our Safeguarding and Child Protection Policy.

Members of staff and volunteers are **not** required by Pensford Primary School to investigate suspicions, and **should not take on an investigatory role**. If somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they **must** always refer such concerns to Warrick Barton (DSO and headteacher), who will decide on the appropriate course of action. Other than reporting the concern, **keep the matter confidential**.

Warrick will feed back to the person reporting their suspicions on the action taken, within 24 hours. If you are not satisfied with the action taken, it is your responsibility to ask Warrick for clarification. If you are still not satisfied, please speak to Sam Miller. If the matter is still not resolved, please ring the Children and Families Assessment and Intervention Team on 01225 396312 or 01225 396313. If outside of office hours, please call the Emergency Duty Team on 01454 615165. Alternatively, call the Local Authority Designated Officer (LADO), on 01225 396974.

**Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.**