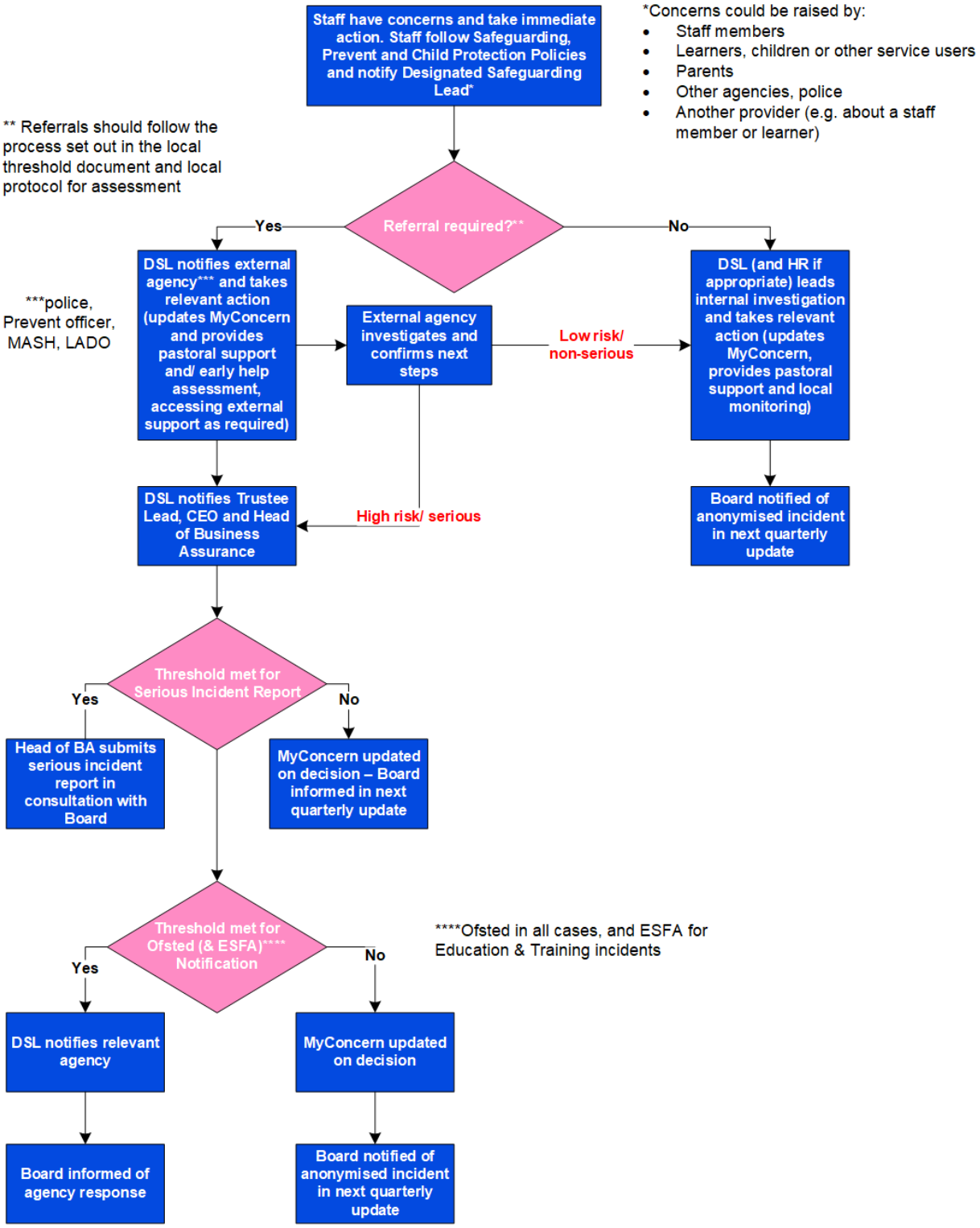
Staff have concerns and take immediate action. Staff follow Safeguarding, Prevent and Child Protection Policies and notify Designated Safeguarding Lead*
*Concerns could be raised by:
Staff members
Learners, children or other service users
Parents
Other agencies, police
Another provider (e.g. about a staff member or learner)
** Referrals should follow the process set out in the local threshold document and local protocol for assessment
Referral required?**
Yes
No
DSL notifies external agency*** and takes relevant action (updates MyConcern and provides pastoral support and/ early help assessment, accessing external support as required)
***police, Prevent officer, MASH, LADO
External agency investigates and confirms next steps
Low risk/ non-serious
DSL (and HR if appropriate) leads internal investigation and takes relevant action (updates MyConcern, provides pastoral support and local monitoring)
DSL notifies Trustee Lead, CEO and Head of Business Assurance
High risk/ serious
Board notified of anonymised incident in next quarterly update
Threshold met for Serious Incident Report
Yes
No
Head of BA submits serious incident report in consultation with Board
MyConcern updated on decision – Board informed in next quarterly update
Threshold met for Ofsted (& ESFA)**** Notification
Yes
No
****Ofsted in all cases, and ESFA for Education & Training incidents
DSL notifies relevant agency
MyConcern updated on decision
Board informed of agency response
Board notified of anonymised incident in next quarterly update