



I am worried about the welfare of a child

I must make a written record of my concern and take it to Kelly Duff who is the Designated Safeguarding Lead or VH, LV in their absence.

Kelly Duff will discuss the concerns that have been raised with the parent/carer unless to do so may place the child at risk of further harm i.e. where there are concerns of immediate harm, risk to a child, risk to a vulnerable adult or concerns enquiries may be compromised if the conversation takes place. In areas of uncertainty, advice will be sought from the local COG Monday, Wednesday, Friday 9-30am – 11-30 am or MASH Early Help Desk.

Concern is about a child

Concern is about the conduct of a member of staff

Child Protection Concern Exists
If the child is suffering or at risk of significant harm Kelly Duff will contact children's social care via the Contact Centre on 0845 351 0131.
The verbal referral must be followed up in writing immediately by completion of a Multi Agency Referral Form (MARF).
In Emergency cases where the delay of completing a MARF may place a child at risk consider contacting emergency service for support

Safeguarding Concern Exists
If there are no significant harm concerns but the family require additional support that cannot be met alone by the school Kelly Duff will discuss the concern with the family and offer support via a Team Around the Family and completion of a Early Help Assessment (formally CAF),

Concern allayed
I will continue to monitor the child and share any further concerns. Further support will be offered to the child and family as required.

I must immediately contact the Head Teacher or, in their absence, the LADO. If my concern is about the Head Teacher the Chair of Governors must be informed or, in their absence, the LADO on 0121 569 4770

If I am not satisfied that my concern has been dealt with appropriately:

- by the school and that a child is still at risk I must follow the guidance **Confidential Reporting Code for Schools**.
- by other agencies, I will follow the SSCB Resolution and Escalation protocol http://www.sandwellscb.org.uk/site/home_links.html

Relevant staff will be briefed on the concerns resulting in the referral and asked to continue to monitor and support the child and attend multi agency meetings as appropriate
The case will be monitored internally via a regular CAR meetings to ensure the child and family are being appropriately supported.

Any written records generated in the process will be stored securely and transferred, as required, by the Head Teacher until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer.

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Kelly Duff will report annually to the Governing Body to inform them of the safeguarding work that has been undertaken by the school

The Governing body, with appropriate support, will scrutinise the schools safeguarding activity remedying any deficiencies as soon as practicable

The Governing Body will make an annual report to Sandwell Safeguarding Children Board to inform them of the safeguarding work undertaken by the school.