

FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD

The Academy Designated Safeguarding Lead is:
 Emma Rolls – Associate Assistant Principal

Deputy DSLs are:
 Alice Salzman – Safeguarding Manager
 Martin Brown – Principal
 Suzanne Ashley – Vice Principal
 Kathryn Edwards – Vice Principal
 Layla Jones – Assistant Principal

Enter concern on CPOMS and alert DSL, Deputy DSL and Head of Year

The Local Authority Designated Officer (LADO) is:

Jemma Swann
023 8083 2693

Serious concern
 Report to DSL/Deputy DSL immediately and then log on CPOMS

Designated Safeguarding Lead reviews concern and makes a decision

Decision made to monitor the concern

Concern discussed with the parents/carers

Decision made to refer the concern to social care without discussing with parents

Pastoral Leader/Tutor asked to monitor child and feedback via CPOMS

Once discussed with parents. Designated Safeguarding Lead to close

Designated Safeguarding Lead or Deputy DSL will refer to social services via the Children's Resource Service

Concerns may be referred directly to children's social care

Designated Safeguarding Lead records actions on CPOMS

Social Care Referral Name and Contact Details: Children's Resource Service
 02380 832300

