

## SAFEGUARDING REFERRAL PROCESS AT SCS

### Flow Chart Referral: What to do if you are concerned about a child's safety



I am concerned about a child at SCS



Has something actually happened?

YES



Yes - Witnessed or have been told about something that concerns you.  
Disclosure

Has the child been harmed or is at risk of harm?



YES



DSL informed Immediately-Record details of the concern or disclosure on Edukey. The DSL (only) will liaise with outside agencies or other individuals. DSL to inform Principal who will then refer to the Governing Board. Written records will be made and kept confidential and secure on Edukey

NO



No-It's a feeling or something that is bothering you.

Speak to the child's class teacher/form teacher and/or Head of Year. Complete concerns form on Edukey-Safeguarding tab DSL-will follow up with the appropriate procedures. Continue to monitor the pupil and record any observations as factually as possible. Keep the DSL fully informed of any changes or further developments.



NO



Inform DSL Immediately-Record details on Edukey-safeguarding tab, who will follow up with appropriate procedures. Continue to monitor and record and observations factually as possible. Continued to record and report any changes or further developments on Edukey.

