

**Lake View Primary School Child Protection & Safeguarding Flow Chart**  
**'What to do if you are worried a child is being abused, at risk of harm or neglect'**

**Actions where there are concerns about a child's welfare in and outside of school**

- Be alert to signs of abuse, question unusual behaviour or changes to presentation.

**Where a child discloses abuse, neglect, sexual violence, sexual harassment, online harm**

- Listen to what they say, keep calm, reassure they are right to tell, and you will take action to help keep them safe.
- Inform them you need to share the information and what you are going to do next
- Do not promise confidentiality, you will need to share/ report the information to appropriate services.
- **DO NOT DELAY, take any immediate necessary action to protect the child and ensure the Snr or Deputy Designated Safeguarding Lead is informed or member of SLT in the DSL's absence.**

**Discuss concerns with the Senior Designated/Named Safeguarding Lead**

- The Safeguarding Lead will consider further actions including consultation with Children's Social Care/MASH (if a new concern).
- Concerns and discussion, decisions and reasons for decision should be recorded in writing and a 'confidential concerns' or a 'child protection' file should be opened, stored in line with the school child protection policy.
- At all stages, the child's circumstances should be kept under review and re-refer if concerned to ensure the child's circumstances improve – **the child's best interests must come first.**

**Still have concerns - Refer to MASH (Multi-Agency Safeguarding Hub) Social Care**

Have child/families' personal details to hand and be clear about concern/allegations. Complete referral form.

**Safeguarding concern Resolved /no longer held**

Support has been agreed, record decisions and any follow up

**MASH Tel: 0300 500 80 90**

**Consultation Line Tel: 0115 977 4247**  
where safe consider **Early Help Service**

**If the child is at immediate risk dial 101 and ask for assistance**

Record all decisions and actions, working to agreed outcomes and within timescales. Escalate any emerging threats/concerns by adopting Nottinghamshire Safeguarding Children Partnership procedures.

[www.nottinghamshire.gov.uk/nscp](http://www.nottinghamshire.gov.uk/nscp)

**Out of hours  
Emergency  
Duty Team**

**5.00pm –8.30am  
Tel: 0300 4564546**

**NSPCC Whistle  
blowing  
Tel: 0800 028  
0285**

**Police Tel:101**

**Unmet needs identified**

Decide what actions are needed to support the child.

**Consult with the child  
young person, family,  
and relevant  
agencies:** Agree support, refer to NSCP guidance 'Pathway to Provision' version 9.1.

**Contacts:** For any allegations/concerns regarding an adult who works with (in either paid/voluntarily) employment with children contact the LA Designated Officer (LADO) for referrals Tel:- 0115 8041272. LADO Strategic Lead Tel: 0115 9773921

Cheryl Stollery – LA Safeguarding Children in Education Officer Tel:- 0115 8041047

**This flow chart is a brief guide - Please refer to our School Child Protection Policy.**