







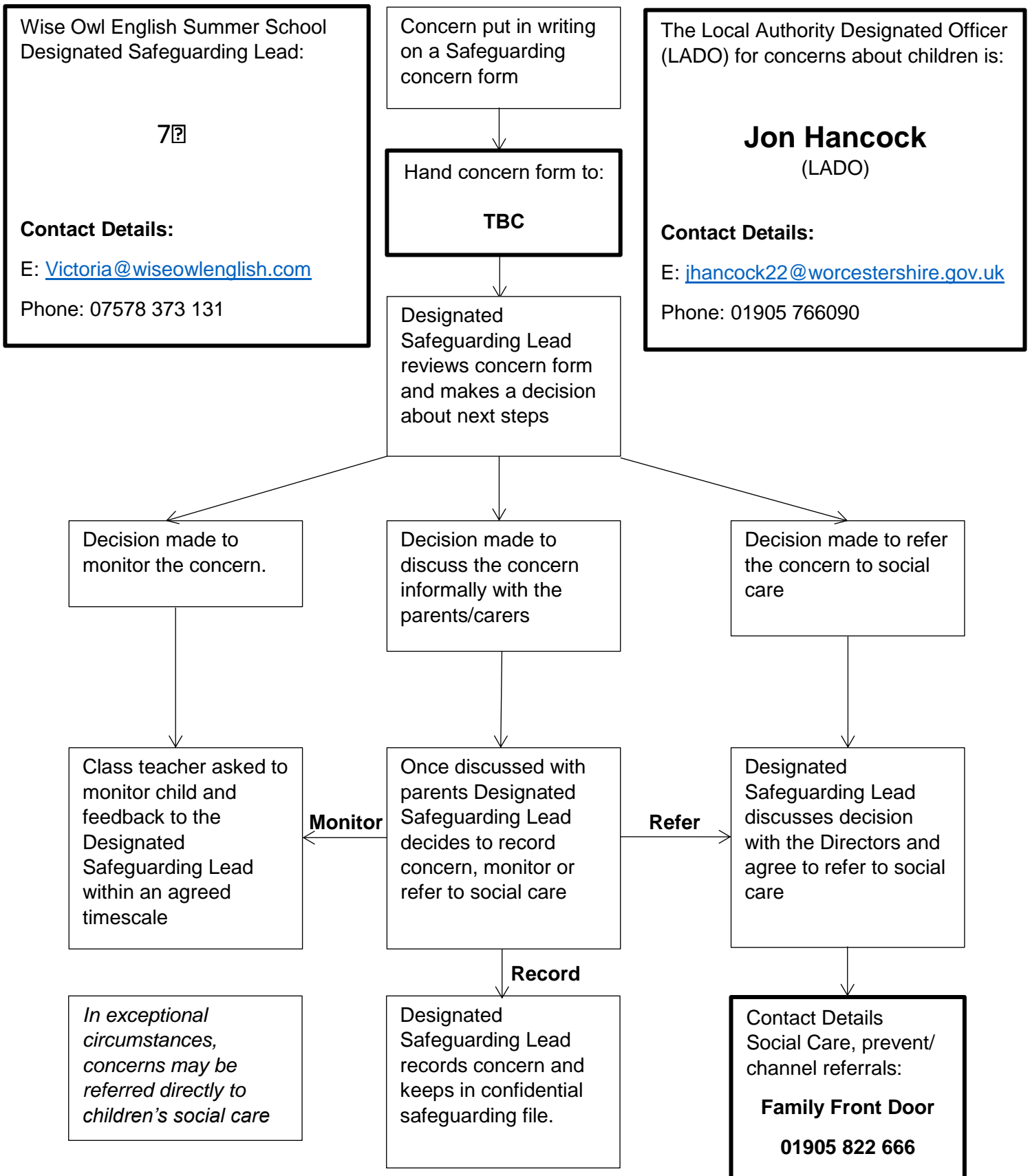








## FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD





- **Section 8: How to record evidence**

**If a child wants to talk to you in confidence to make a disclosure:**

- Never promise to keep a secret.
- Explain that you may have to tell another adult to get help in keeping them safe.
- Listen and do not ask leading questions.
- Reassure them.
- Tell them that they have done the right thing talking to an adult.
- Record the conversation, in writing (using the child's words where possible), as soon as you can.
- Record, in writing, any other details you think may be helpful.
- Stick to the facts.
- Raise a concern, confidentially in writing, with your DSL as soon as you can.
- Keep the disclosure confidential.

- **Section 9: Training opportunities for staff**

Any staff who would like additional information at any time should talk to Victoria. In addition, any staff who feel that Safeguarding training would be appropriate for them should ask about undertaking Level One safeguarding training online at the company's expense.

- **Section 10: Statutory Framework guidance**

Some of the statutory framework provided by the Department for Education has been referred to through this document. Two documents that have not been covered are: 'Working together to Safeguard Children, 2015' (**Appendix 10**) and 'Information sharing, 2015' (**Appendix 11**). The legal framework provided by the Department for Education, both statutory and non-statutory, gives important information and guidance on how to minimise Safeguarding concerns by keeping all children safe from abuse or neglect.

**Statutory Guidance**

Working together to Safeguard Children (2015)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419595/Working\\_Together\\_to\\_Safeguard\\_Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)

Keeping Children Safe in Education (2015)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447595/KCSIE\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf)

**Non-Statutory Guidance**

What to do if you are worried a child is being abused (2015)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

Information Sharing (2015)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419628/Information\\_sharing\\_advice\\_safeguarding\\_practitioners.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf)

**Please Note:** Appendices 1, 2, 10 and 11 provide information on the statutory frameworks mentioned above. To view the full documents click on the links above.