



Flow Chart for the Reporting of Safeguarding Concerns

Designated Safeguarding Lead:

Mrs Bobie Jones

Deputy Designated Safeguarding Lead:

Mrs Aimee Northcote

Staff or Volunteer have concerns about a child and take immediate action.
Follow safeguarding and child protection policy and report to DSL immediately via CPOMS (all permanent staff) or a disclosure form (voluntary staff)



Designated Safeguarding Lead reviews concern and makes a decision about the next steps



Referral not required
Relevant action taken and decision made to monitor the concern / offer pastoral support / early help.



Referral made if concern escalates
Parental contact made if appropriate



Referral made to Children's Services
Designated Safeguarding Lead discusses concerns with the Safeguarding team and a referral to children's services is made within 24hrs. Police contacted if appropriate.



DSL ensures that all information is kept secure and confidential.
All necessary information is recorded on CPOMS

Staff and Volunteers should do everything they can to support children's services. At all stages, staff should keep the child's circumstances under review (involving DSL or Deputies as required) and re-refer if appropriate, to ensure the child's circumstances improve. The child's best interest should always come first.

Hampshire County Council's Children Services:
[Safeguarding children and young people | Children and Families | Hampshire County Council](#)
Hampshire LADO:
[Allegations against people in a position of trust | Children and Families | Hampshire County Council](#)