

## Safeguarding: Procedure Flow Chart

It is the duty of all staff to report any safeguarding concerns to the Safeguarding Team.

No promises should be made to maintain confidentiality, and students should be informed of action taken.

If a student discloses information suggesting they have in the past, or are presently suffering abuse, neglect or another safeguarding concern, the staff member must stop and listen to what is being reported.

Explain as soon as possible, ideally before disclosure, you cannot promise complete confidentiality and you may have to report to the Safeguarding Team. Reassure the student only those who need to know will be told.

Do not ask leading questions i.e. 'Did they do...?'  
Ask open questions i.e. 'What happened...?' 'Who...?' 'When...?' 'Where...?' 'How...?'

Report concerns on the safeguarding recording system within 24 hours. Include what was said as accurately as possible. If you need immediate advice, call the Safeguarding Team and follow up with a concern report.

The Safeguarding Team will review concerns and may require you to follow up with further actions, for which you will receive guidance on.

The Safeguarding Team will maintain oversight for safeguarding cases and will update relevant staff where necessary of action and/or outcome(s).