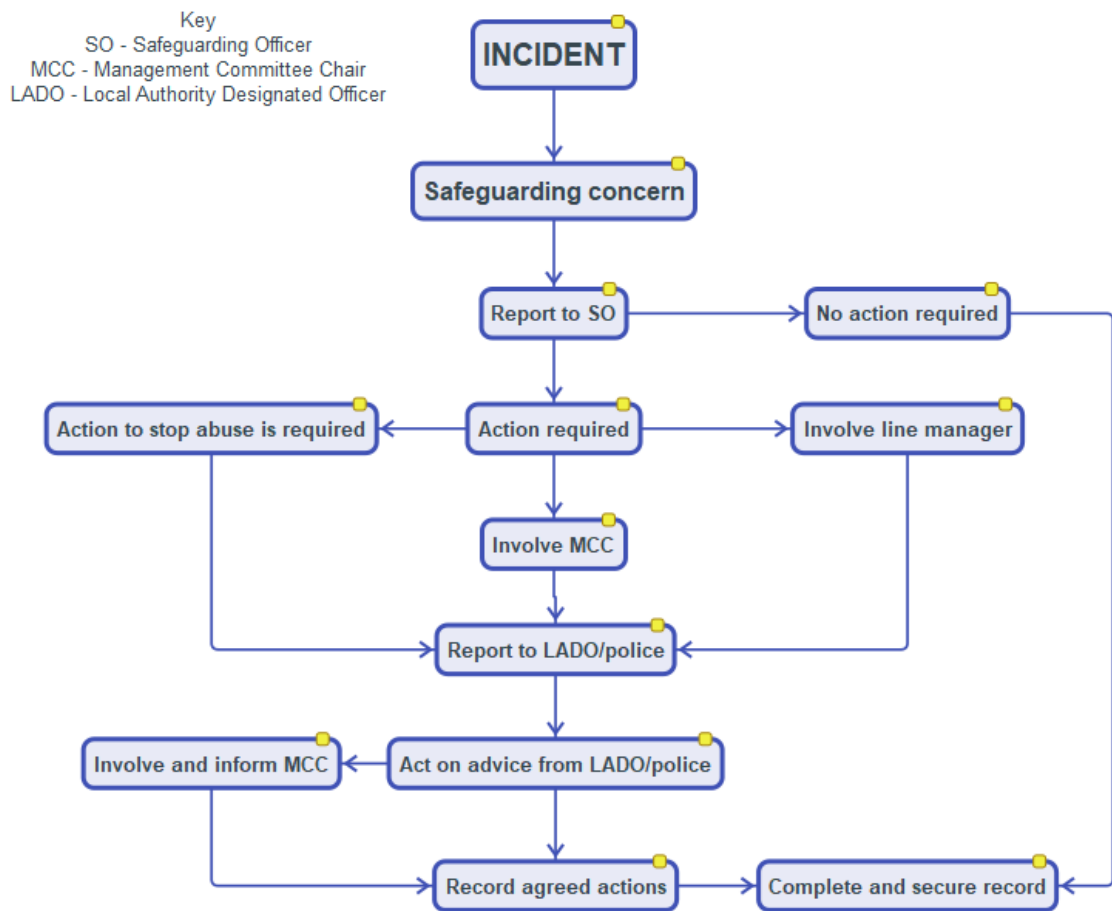


# Appendix 2: Raising and Reporting a Concern

## Flow chart



## Notes

### Incident

Safeguarding incident is witnessed by or reported to a member of staff or volunteer.

## **Safeguarding concern**

Individual with concerns about a child or vulnerable adult, or about the behaviour of staff or volunteers towards a child or vulnerable adult, shares these concerns with the SO as soon as possible. The individual with a concern may refer to children's services or adult social care directly in exceptional circumstances, such as an emergency or a genuine concern that appropriate action has not been taken.

## **Report to SO**

SO listens to concerns. Member of staff or volunteer completes the Safeguarding Report Form (see appendix 3). SO assesses concerns and agrees and moves swiftly to appropriate next step.

## **No action required**

SO assesses incident and concludes no action is required.

## **Action required**

Safeguarding Incident is assessed by SO and immediate action is needed. SO moves swiftly to appropriate next step.

## **Action to stop abuse is required**

Safeguarding incident is live. Specific emergency protocols and procedures followed and recorded as appropriate to incident (eg lost/found child procedures) in order to protect child or vulnerable adult from harm or being at risk of harm.

## **Involve MCC**

The SO involves MCC if the safeguarding incident involves a member of staff or volunteer, or an allegation is made against a member of staff or volunteer. MCC and the SO follow all appropriate procedures. Action taken is recorded on the Safeguarding Report Form by the SO.

## **Involve line manager**

SO and MCC involve and advise line manager of necessary actions if the allegation is made against a member of staff or volunteer. Action taken is recorded on the Safeguarding Report Form by the SO.

## **Report to LADO/police**

SO reports safeguarding incident to an agency with statutory responsibility for the protection of children and or vulnerable adults, this includes children's social care, adult social care, and the police. Action taken is recorded by the SO on the Safeguarding Report Form.

## **Act on advice from LADO/police**

Comply with actions requested from LADO/police. SO records actions agreed and taken on Safeguarding Report Form.

## **Involve and inform MCC**

MCC informed of any actions required by LADO/police. Safeguarding and other appropriate policies and procedures followed and actions recorded.

## **Record agreed actions**

DSL/MCC record actions agreed and taken on the Safeguarding Report Form.

## **Complete and secure report**

Safeguarding Report Form is completed and signed by a member of staff or volunteer and passed to the SO within 2 hours of incident. Report is a clear and accurate account of the incident and any actions taken or agreed. Report form is logged by SO. Safeguarding Report Form is stored securely.