

Macaulay Primary Academy

Child Protection Procedural Flowchart

Dealing with Concerns, suspicions or disclosures of harm or abuse

Member of staff is concerned *or* receives disclosure *or* suspects a case of harm or abuse



Speak directly with either Claire Wong (Designated Safeguarding Lead) or Sarah Clarkson (Head Teacher/ Deputy Designated Safeguarding Lead)



Complete a Child Protection Report Form. Return to DSL/ DDSL



DSL/DDSLS to discuss the concern and provide advice and support to staff and ensure the pupil is supported



DSL/ DDSL to liaise with Children's Social Care /Police and other agencies as appropriate and keep relevant staff informed of any developments



DSL/ DDSL to record events, actions and details of reports made and ensure safe and confidential storage of information

In exceptional circumstances should neither the DSL or DDSL be available, safeguarding concerns should be shared with Tom Herrick (Deputy Head Teacher) who will share with other key staff as appropriate.

