

Flowchart of Safeguarding Reporting

Observe a Cause for concern /
Child discloses a safeguarding concern

Yes

**IS THERE
AN IMMINENT
RISK TO THE
CHILD?**

Ensure the child's
immediate safety

No

Call 999

Report verbally to
the DSL

Complete a
*Reporting a
Concern* form
within 24 hours.

Receiving a Disclosure:

1. Keep Calm
2. Allow the child to talk freely
3. Do not interrogate
4. Reassure the child; "You've done the right thing"
5. Let them know that you have to pass on what they have said

How to Report:

1. Take as many notes as possible as soon as possible.
2. Use direct quotes
3. Remain objective and report what you have been told.
4. Use Specific words and phrases
5. Do not speculate or infer
6. Record the time, date, venue and others present