**BHS process of referrals flowchart.**

Designated
Safeguarding Lead:
Mrs Jemma Curson

Deputy Lead
Abi Gilton
Anne Marie Biscoe

Link Governor:
Lisa Smith

Child discloses a safeguarding incident to you. Please follow your safeguarding training when listening and responding to child.

Please see a member of the Safeguarding Team immediately. Once reported please follow up the concern in writing on BHS Safeguarding Concern Form.

Safeguarding Team reviews concern and contacts Designated Safeguarding Lead, who will make the decision about next steps. If DSL is not on school premises, please contact DSL via telephone / email. Or inform the Headteacher.

Decision made to monitor the concern.

Decision made to discuss the concern informally with the parents/carers

Decision made to refer the concern to social care

**Monitor**

**Discuss**

**Refer**

Key Staff are made aware of the situation and are asked to be vigilant and report any other issues immediately to Safeguarding Team

Once discussed with parents Designated Safeguarding Lead decides next step i.e monitor or continue refer to social care

Designated Safeguarding Lead / Safeguarding Team refer in to Social Care. Parents may not be contacted if child is deemed to be at serious risk.

*In exceptional circumstances, concerns may be referred directly to children's social care*

*YOU MUST MAKE THE DESIGNATED SAFEGUARDING LEAD AWARE*

Designated Safeguarding Lead keeps concern form in secure, confidential safeguarding file.

Contact Details
Social Care Referrals: 01522 782111

Prevent/Channel Referrals: 01522 885350

LADO
01522 554674

NSPCC
0800 028 0285

IF THERE ARE ANY SAFEGUARDING CONCERNS AND YOU NEED TO SPEAK TO OUR SAFEGUARDING OFFICER IMMEDIATELY, PLEASE USE OUR OUT OF OFFICE NUMBER: 07341738686