

Referrals – who, what and when?

- ✓ Safeguarding is everyone's responsibility.
 - ✓ We must always act in the best interests of the child.
 - ✓ All staff have a responsibility to provide a safe environment in which children can learn.
 - ✓ Staff should maintain an 'it could happen here' attitude where safeguarding is concerned.
 - ✓ All staff should be prepared to identify children who may benefit from early help.
 - ✓ Any staff member who has a concern about a child's welfare should follow the referral processes.
 - ✓ Child abuse: abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.
 - ✓ If, after a referral, a child's situation does not appear to be improving, the DSL (or the person that made the referral) should press for re-consideration to ensure their concerns have been addressed and, most importantly, that the child's situation improves.
-
- Safeguarding concern that a child is at **risk of immediate harm** → refer to the DSL (Hannah) immediately or DDSL (Gemma or John) if the DSL is unavailable. If they are unavailable, contact the police/social services immediately and inform the DSL after
 - Safeguarding concern about **wellbeing** of a child → log it on CPOMs or in writing and pass to DSL (Hannah) if you do not have a login as soon as possible
 - Concern about a **member of staff** → see Principal (Vicki) and put concern in writing and they will contact the LADO 01905 846 221 (local authority designated officer – Andrew Tombs)
 - Concern about the **Head of Academy** → Report it to the Chief executive of OAT (Nick Hudson)
 - If you cannot follow the whistleblowing procedure (concern about a member of staff) → contact the NSPCC whistleblowing advice line 0800 028 0285
 - **Early help** → see the child's Head of Year who will refer after liaising with the DSL
 - Concern about **FGM** → Contact the police and inform the DSL
 - Concern relating to **radicalisation/terrorism** → contact the prevent/channel team through the Worcestershire Family Front Door 01905 822 666

Remember – follow up the referral you make with the DSL

Remember – there is a wealth of knowledge on our local safeguarding children board's website:

<http://www.worcestershire.gov.uk/safeguardingchildren/>