

Flowchart of Procedure for Reporting Safeguarding and Prevent Concerns

Is the person in immediate danger? Contact the Police Public Protection Unit 0113 3859590 (or 999 in an emergency). If you are unsure, speak to the Safeguarding Team.

You are approached by a child (under 18) or an adult at risk disclosing that they are being harmed, abused, or radicalised	You have concerns that a child or adult at risk is or subject to being harmed, abused, or radicalised	You have a concern about the behaviour of a member of staff or volunteer at NSCD
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Record the information you are provided with onto the Safeguarding Portal



Report to one of the Safeguarding Leads (within 24 hours)



Designated Safeguarding Lead / Officer reviews log to assess the level of risk – they may seek advice from external agencies.	Designated Safeguarding Lead / Officer reviews log to assess the level of risk – they may seek advice from external agencies.	Designated Safeguarding Lead / Officer reviews log to assess the level of risk - they may seek advice from external agencies. <i>Any allegations concerning a member of staff will be passed to the HR Manager who will decide on further action.</i>
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All above concerns can follow either route

DSL makes decision to refer concern to relevant local Safeguarding Board / Police / Social Services / Prevent Channel for investigation and records action taken.



No longer has concern



Participate in local Safeguarding Board / Police investigation / Channel Panel as required*

No action required – DSL completes Safeguarding log with updates and outcome.



DSL maintains contact with relevant local Safeguarding Board / Police / Social Services and records outcome on My Concern and updates Safeguarding and Prevent Committee

