

## Schools' Safeguarding Flowchart

If a member of staff or volunteer has concerns about a **child's welfare** they should discuss it **without delay** with the school's Designated Safeguarding Lead or Deputy Safeguarding Lead or Senior Leader. The **Local Safeguarding Children Boards Levels of Needs Guidance** should be drawn upon when considering the child's needs. (You may want to contact the Early Help Hubs to discuss concerns that sit just below the level requiring a referral requesting a statutory assessment by Children's Services)

If the member of staff or volunteer does not agree with the decision by the Designated Safeguarding Lead not to make a referral to Children's Services then they should press for re-consideration and if required make the referral themselves. **(Anyone can make a referral if required)**

If you have **child protection concerns and a child requires immediate protection and urgent action**, or you have reasonable cause to **suspect that the child is suffering, or likely to suffer, significant harm then you should telephone Children's Services** (and if required the **police**) **without delay**. You should then follow up your concerns in writing within 24 hours using the Multi-Agency Referral Form. (You do **not** need the consent of the parent/carer to make a child protection **referral** although a discussion with Children's Services will determine if they can be informed)

**Liverpool Careline**  
**0151 233 3700**  
Knowlsey MASH  
0151 443 2600  
**Wirral 0151 606 2008**  
Sefton 0345 140 0845

You must seek the consent of the parent/carer before completing a Multi-Agency Referral Form when a **referral** to Children's Services to request a **Child in Need Assessment** is required.

*'Within one working day of a referral being received, a local authority social worker should make a decision about the type of response that is required and acknowledge receipt to the referrer.'* WT 2015

If the referrer does not agree with decision made by Children Services then they should press for re-consideration and follow the Local Safeguarding Childrens Boards **Escalation Procedures**.

If a referral to Children's Services is not required then an **Early Help Assessment** should be initiated when the child has unmet needs that are likely to require a coordinated multi-agency approach. **Guidance is available from the Early Help Hubs.**

*'If the parents and/or the child do not consent to an early help assessment, then the lead professional should make a judgement as to whether, without help, the needs of the child will escalate. If so, a referral into local authority children's social care may be necessary.'* WT 2015

**You should make a referral if your concerns escalate.**

Early Help Assessments, Child in Need or Child Protection Plans should draw upon the views and wishes of the child. They should be focussed on achieving positive outcomes for the child in a timely way. The child's needs should be kept under review and actions should be taken promptly in response to any additional concerns/needs. **This overview should be read alongside part 1 and annexe A of Keeping Children Safe in Education and the DFE guidance 'what to if you are worried a child is being abused'** and Local Safeguarding Childrens Board procedures.