

# FLOW CHART FOR RAISING CONCERNS

## ABOUT A CHILD



**Miss N Jones**

Designated Safeguarding Lead



**Mrs A Hirons**

Designated Safeguarding Lead



**Miss L Gregory**

Deputy Designated Safeguarding Lead



**Ms K Rendall**

Safeguarding and LAC Officer



**Miss A Hall**

Safeguarding Assistant



**Mr H Forinton**

Level 3 responsibilities for staff/students Mental Health Wellbeing:

**Miss Ann Harkin**  
Local Governing Body responsible for safeguarding

Concern put in writing on CPOMs notifying DSL

If you think the child is at immediate risk, speak to the DSL (Miss Jones or Mrs Hirons) or Deputy DSL (Miss Gregory)

**DO NOT leave it until the end of the day.**

The Local Authority Designated Officer (LADO) can be contacted on:

024 7697 5483

or

lado@coventry.gov.uk

**If you believe that there is an immediate risk of harm to a child or young person contact the Police.**

If a child makes an allegation against a member of staff, it must be reported immediately to **Mrs Burtonwood (Principal)** or **Mrs A Hirons (Vice Principal)** in her absence.

If the allegation is against the Principal, the allegation must be reported to the LADO and **Mrs H Quinn, CEO of the Romero Catholic Academy.**  
h.quinn@romeromac.com

Designated Safeguarding Lead reviews concern and makes decision about next steps

**Monitor**

Decision made to monitor the concern and will be logged on CPOMs

**Refer**

Decision made to refer the concern to Social Care (without parent's consent). Follow MASH proceedings

Decision made to discuss the concern informally with the parent/carer

Once discussed with parents, Designated Lead decides to close concern, monitor or refer to Social Care or Early help.

Can ask for advice and guidance re concerns from Social Care Referral (MASH) contact details: 024 7678 8555 and follow MASH procedures. Early help support if social care threshold not met.