Annex D: Flowchart for responding to incidents

Initial disclosure
This could come from a learner directly, a parent/carer, a learner's friend.

Five points for referral
1. Adult involvement
2. Coercion or blackmail
3. Extreme or violent
4. Under 13
5. Immediate risk of harm

(For more information refer to section 2.)

Initial review with DSP and senior team
At this initial stage the safeguarding team review the information and consider the five points for immediate referral. They make an initial decision about whether the incident can be dealt with in-house. Seek advice from school community police officer.
(For more information see page 17.)

Police/social services/MASH referral Refer to your local arrangements for dealing with incidents and contact local services.
(For more information refer to pages 19 and 25.)

Risk assessment/dealing with the incident
Consider the risk of harm and at any point if there are 'causes for concern' you can refer back to police/social care.
(For more information refer to page 14 and Annex A.)

Considerations – risk assessment
- Vulnerability of the child
- Coercion
- How shared and where
- Impact on children
- Age of the children

(For more information see Annex A.)

Management in setting
Ensure parents/carers are informed and the incident recorded following all child protection and safeguarding procedures.
(For more information see page 22.)