**What to do if you have a welfare concern in** [Name of School]

What you are Monitoring e.g., behaviour trends, appearance etc.

* How long you will monitor.
* Where, how and whom you will feedback and how you will record.

Review and Re-refer (if necessary)

Insert details here

**Why are you concerned?**

For example:

Disclosure

* + Child’s appearance – may include unexplained marks/ injuries as well as dress
  + Behavior change
  + Witnessed concerning behavior

# Immediately record your concerns

* Follow the schools procedure (insert details here)
  + Reassure the child
  + Clarify concerns if necessary (**TED**: **T**ell, **E**xplain, **D**escribe)
  + Use child’s own words
  + Sign and date your records
  + Seek support for yourself if required from DSL

**Inform the Designated Safeguarding Lead** (Names, roles, contact information)

# Designated Safeguarding Lead

* Consider if child is at immediate risk of harm e.g. unsafe to go home
* Access the LA Threshold document and procedures: [London Safeguarding Children Procedures](https://www.londonsafeguardingchildrenprocedures.co.uk/index.html).
* Refer to other agencies as appropriate e.g. [Stronger Families Hub - Information for professionals - Hillingdon Council](https://www.hillingdon.gov.uk/stronger-families-professionals)
* If unsure then consult with Nicole Diamond CP Lead for schools [ndiamond@hillingdon.gov.uk](mailto:ndiamond@hillingdon.gov.uk)

# If you are unhappy with the response

## Staff:

* Seek advice from the (Insert details here)
* Follow Whistleblowing Procedures

## Pupils and Parents:

* Follow school complaints procedures (link or information on how to access)

**Record decision making and action taken in the child’s child protection/safeguarding file**