Safeguarding / Prevent Procedures – Flow Chart

Recognise: you are approached by a child or adult with a disclosure that s/he is being, or has been harmed or abused or neglected or you are informed of such a disclosure by a staff member, student or member of the public

OR

An incident of concern has occurred OR you have a Prevent duty concern

Respond: Make time to listen, treat the matter seriously, get as clear a picture as you can, but do not ask leading questions. Follow the procedures in the Safeguarding procedures document.

Make written note, as far as possible, at the time of the incident, recording details, date and time, nature of the concern any action taken and by whom.

Record and Report: Inform your line manager or DSL immediately, complete and submit the Safeguarding Report Form.

Refer: DSL and team evaluated the incident and decides on appropriate action which will include consultation with designated trustee, and may involve referral to local authority safeguarding board or area Prevent co-ordinator.

Review: DSL and the team reviews actions and outcomes and decides when to close the case

You are concerned that the behaviour of a member of staff/volunteer is threatening, or potentially, threatening the well-being of a child or adult.



Report your concerns immediately to your line manager or DSL/team and submit the Safeguarding Report Form.

DSL and team evaluates the incident and decides on appropriate action, which will normally involve the designated trustee.

DSL/team liaises in all cases involving allegations against staff/volunteers at Rotunda Ltd.

If you have concerns that a child or adult is in immediate danger, contact the police by phoning 999, then follow the procedures in the flow chart straightaway.

If you have concerns that someone is planning a terrorist attack phone 999 or call the confidential Anti-Terrorist Hotline on 0800 789 321. Then inform your DLS/team member immediately following the procedures on the flow chart.