

Safeguarding Processes Flowchart – Richmond

Practitioner has concerns about child's welfare or an allegation against an adult. Practitioner ensures they have discussed these concerns with parent or carer unless they are concerned the child is in immediate danger.
Call 999 if you think a child is in immediate danger

Early Years Providers: Practitioner shares concerns with manager and/or the designated safeguarding and child protection person as appropriate
Children's Centres: Practitioner shares concerns with designated safeguarding and child protection person for the Children's Centre. Report to SPA or allocated Social Worker where known.
Childminders: may refer to SPA directly

Any individual with concerns may also report to SPA directly

Still has concerns

Designated person or practitioner contacts
Single Point of Access
Richmond SPA: 020 8891 7969
Out of hours: 020 8744 2442

An online SPA referral can be made at
http://www.richmond.gov.uk/child_protection

Follow any advice given by SPA or LADO

An incident recording form is available to help practitioners record information and support discussions:
http://www.richmond.gov.uk/safeguarding_incident_recording_form.pdf

EY Providers:
Contact Ofsted on 0300 123 1231 to report 'significant event' within 14 days.
Inform your Early Years Consultant (EYC) at the EY Service.

Children's Centres: record activity at Centre level and monitor.

SPA acknowledges receipt of referral and decides on next course of action within one working day.

Local Authority Children's Social Care starts initial assessment or LADO requests initial meeting.

No longer has concerns

Ensure accurate records are collated, maintained and that they are securely stored. You may use the 'Comments, Concerns and Incident record' available on
http://www.richmond.gov.uk/comments_concerns_or_complaints_record.pdf

It is your duty to protect any information you send electronically.

Ensure children's details are e-mailed securely and do not breach the Information Commissioners Office guidance. Confidentiality must be maintained adopting a 'need to know' approach.

No further child protection action.

EY Providers: may need to act to ensure services are provided and discuss this with EYC for further support.

Children's Centres: Continue to engage with the family through Children's Centre services. Bring to Children's Centre multi agency meeting and locality meeting.

No further Local Authority Children's Social Care involvement at this stage, although other action may be necessary e.g. onward referral to Family Support Team, Primary Mental Health and Children's Centre manager, or a CAF may be required.

The Early Years Service is available for advice and support at **any** point during this process.

This is a reference document that you should adapt for your own provision (updated February 2015)