**Schools’ Safeguarding Flowchart (Updated July 2018)**

If a member of staff or volunteer has concerns about a **child’s welfare** they should discuss it **without delay** with the school’s Designated Safeguarding Lead or Deputy Safeguarding Lead or Senior Leader. The **Local Safeguarding Children Board’s Levels of Need Guidance** should be drawn upon when considering the child’s needs. You may want to contact the local Early Help Hub/Team to discuss concerns at Levels 2 and 3, and specifically concerns that sit just below the level requiring a referral to Children’s Services (Level 4: Child in Need and Child Protection). If the member of staff or volunteer does not agree with the decision by the Designated Safeguarding Lead not to make a referral to Children’s Services then they should press for re-consideration and, if required, make the referral themselves. The Designated Safeguarding Lead must be informed of any referral made and must maintain oversight of all referrals or Early Help Assessments.

If you believe a child’s needs warrant a statutory Child in Need assessment (Level 4) then you should seek the consent of the parent/carer before completing a Multi-Agency Referral Form to Children’s Services. If consent is not given you are still able to make a referral if you have Level 4 safeguarding concerns.

If you have **Child Protection concerns (Level 4) and a child** **requires immediate protection and urgent action,** or you have reasonable cause to **suspect** that the **child is suffering, or likely to suffer, significant harm then you should telephone Children’s Services** (**and if required the police**) **without delay**. (Whilst the consent of the parent/carer is **not** needed in order to make a child protection referral you should discuss the need to make a referral with parents/carers,when safe to do so. (If in doubt consult with Children’s Services) You should then complete a written Multi-Agency Referral Form within 24 hours.

**Liverpool 0151 233 3700**

Knowsley 0151 443 2600

**Wirral 0151 606 2008**

Sefton 0345 140 0845

**St Helens 01744 676600**

Wigan 01942 828300

**Halton 0151 907 8305**

If a referral to Children’s Services is not required then an Early Help Assessment (Levels 2 and 3) should be initiated when the child has unmet needs that are likely to require multi-agency approach. Guidance is available from your local Early Help Hub/Team.

If your concerns escalate you may need to refer to children’s services. *Where consent is not given for an early help assessment, practitioners should consider how the needs of the child might be met. If at any time it is considered that the child may be a child in need or that the child has suffered significant harm or is likely to do so, a referral should be made immediately to local authority children’s social care. WT 2018*

*‘Within* ***one working day*** *of a referral being received, a local authority social worker should make a decision about the type of response that is required and acknowledge receipt to the referrer.’* WT

Early Help Assessments (Level 2 and 3), Child in Need (Level 4) or Child Protection Plans (Level 4) should draw upon the views and wishes of the child. They should be focussed on achieving positive outcomes for the child in a timely way. The child’s needs should be kept under review and actions should be taken promptly in response to any additional concerns/needs. This overview should be read alongside part 1 and annexe A of Keeping Children Safe in Education; the DFE guidance ‘What to if you are worried a child is being abused’, local safeguarding procedures and local guidance, for example child exploitation or children missing protocol.

If the referrer does not agree with the decision made by Children’s Services then they should press for re-consideration and follow the Local **Escalation and Resolution Procedures.**

**Schools’ Safeguarding Flowchart (Updated July 2018)**

If a member of staff or volunteer has concerns about a **child’s welfare** they should discuss it **without delay** with the school’s Designated Safeguarding Lead or Deputy Safeguarding Lead or Senior Leader. The **Local Safeguarding Children Board’s Levels of Need Guidance** should be drawn upon when considering the child’s needs. You may want to contact the local Early Help Hub/Team to discuss concerns and specifically concerns that sit just below the level requiring a referral to Children’s Services (Child in Need and Child Protection). If the member of staff or volunteer does not agree with the decision by the Designated Safeguarding Lead not to make a referral to Children’s Services then they should press for re-consideration and, if required, make the referral themselves. The Designated Safeguarding Lead must be informed of any referral made and must maintain oversight of all referrals or Early Help Assessments.

If you believe a child’s needs warrant a statutory Child in Need assessment then you should seek the consent of the parent/carer before completing a Multi-Agency Referral Form to Children’s Services. If consent is not given you are still able to make a referral if you have safeguarding concerns.

If you have **Child Protection concerns and a child** **requires immediate protection and urgent action,** or you have reasonable cause to **suspect** that the **child is suffering, or likely to suffer, significant harm then you should telephone Children’s Services** (**and if required the police**) **without delay**. (Whilst the consent of the parent/carer is **not** needed in order to make a child protection referral you should discuss the need to make a referral with parents/carers,when safe to do so. (If in doubt consult with Children’s Services) You should then complete a written Multi-Agency Referral Form within 24 hours.

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If a referral to Children’s Services is not required then an Early Help Assessment should be initiated when the child has unmet needs that are likely to require a multi-agency approach. Guidance is available from your local Early Help Hub/Team. If your concerns escalate you may need to refer to children’s services.

*In cases where consent is not given for an early help assessment, practitioners should consider how the needs of the child might be met. If at any time it is considered that the child may be a child in need, as defined in the Children Act 1989, or that the child has suffered significant harm or is likely to do so, a referral should be made immediately to local authority children’s social care. WT 2018*

*‘Within* ***one working day*** *of a referral being received, a local authority social worker should make a decision about the type of response that is required and acknowledge receipt to the referrer.’* WT

Early Help Assessments Child in Need or Child Protection Plans should draw upon the views and wishes of the child. They should be focussed on achieving positive outcomes for the child in a timely way. The child’s needs should be kept under review and actions should be taken promptly in response to any additional concerns/needs. This overview should be read alongside part 1 and annexes A of Keeping Children Safe in Education; the DFE guidance ‘What to if you are worried a child is being abused’, local safeguarding procedures and local guidance, for example child exploitation, fabricated illnesses, HBV or children missing protocol.

If the referrer does not agree with the decision made by Children’s Services then they should press for re-consideration and follow the Local **Escalation and Resolution Procedures.**