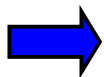


Safeguarding Procedures flowchart - Under 18s (updated January 2023)

- Allegation
- Disclosure
- Observations made



1

Record information using TED questions:

- Tell me
- Explain to me
- Describe to me

- Date, time and place where the alleged abuse happened.
- Your name and the names of others present.
- Name of the student and, where different, the name of the person who has allegedly been abused.
- Nature of the alleged abuse.
- Do not promise confidentiality.
- Description of any injuries observed using the body maps provided in the safeguarding policy.
- Account of the allegation that should be signed and dated by the person completing the report. Ensure every page of any written report is numbered.
- eTrackr record made. Link these members of staff to eTrackr note.

2

College Safeguarding Team Staff to notify in order of priority:

1. Safeguarding Care team
Student Hub -
01983 550833 / x2473
2. Deputy Safeguarding Lead -
Susan Churches
01983 550709 / x2349
3. Deputy Safeguarding Lead -
Michelle Campbell
07740 752830 / x2394
4. Safeguarding Lead -
Isabel Booth x2453
5. Designated Safeguarding Lead
- Samantha Rooney
07740 752835 / x2251
6. Principal – Ros Parker
x2200

In the event of not being able to speak to college safeguarding leads, follow instructions in box 3.

3

Remember:
If there is an immediate risk of harm or danger to an individual, call 999.



Report to Children's
Reception Team IOW social
care using the online
[inter agency referral form](#)

phone 0300 300 0901

or email

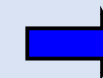
iowcsprofessional@hants.gov.uk



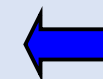
Update Principal



Implement action as necessary.
Inform college DSL:
SAMANTHA ROONEY, or if
unavailable, MICHELLE CAMPBELL
or SUSAN CHURCHES, or the
Principal.



Follow up with any
required actions
AND
record on eTrackr
using 'safeguarding-
referral' category.



*** Where an allegation involves a member of staff, DO NOT inform the member of staff – follow procedures in the safeguarding policy.**

**** For concerns regarding radicalisation or FGM, refer to the safeguarding policy and/or contact Michelle Campbell.**