

Concerned about the welfare of a child?  
Follow your policy and procedure!

Is the child at immediate risk?

YES

NO



Contact the Duty Officer within the relevant Social Services Department and/or the Police. They will advise you of the next steps to take.

Share information with the Designated Safeguarding Officer within your setting.

If any person has knowledge, concerns, or suspicions that a child is suffering, has suffered, or is likely to be at risk of harm, it is their responsibility to ensure that the concerns are referred to Social Services and/or the Police.

Follow the advice of Social Services and/or the Police. Make a report verbally and follow up any written requirements within 24 hours.

Still have a concern that a child is experiencing or is at risk of abuse, neglect or other kinds of harm?

YES

NO

Share information with parents/carers if it's safe to do so, advice can be sought from Social Services if needed.

Keep accurate records and ensure ongoing monitoring of the child – refer to your setting policy for how to record a concern.

Share information with parents/carers and consider if the child or family needs additional support. Refer to information, advice, guidance, and support services with the permission of the parents/carers.