



## Safeguarding concerns - flow chart for education settings

Someone raises concerns about a child or young person at your setting:

- Concerns passed on verbally to the DSL/D (in person or by phone) straight away
- Concerns then written down & given to the DSL/D to keep as a record in the safeguarding file

**DSL/D should collect information by:**

- Reviewing the child or young person's safeguarding file
- Contact involved practitioners to discuss

**These checks are important but should not delay the referral of a child or young person under 18 years old who is suffering or likely to suffer significant harm**

Is the child or young person **suffering or likely to suffer significant harm?**

**YES...**

**Discuss with parents/carers?**

- You do not need consent to refer to Children's Social Care but it is preferable
- You should inform parents/carers of your concerns & that you are making referral
- You do not need to discuss the referral with parents/carers if you think it will place a child, parent/carer or worker at further risk
- If you cannot contact parents/carers **DO NOT WAIT** to make a referral as this may increase the risk

- Talk immediately to the child's social worker if one is already involved
- If no allocated social worker, refer concerns immediately to **Sheffield Safeguarding Hub**, tel. 2734855
- Within 24 hours securely send a completed **Multi-Agency Confirmation Form (MACF)**

**Not sure...**

Consult **Thresholds of Need Guidance (SCC)** at:  
[www.safeguardingsheffieldchildren.org/sscb](http://www.safeguardingsheffieldchildren.org/sscb)  
 in the 'Information for Professionals' section

and/or:  
 Seek advice from **MAST**, tel. 0114 2037485

and/or:  
 Discuss with a social worker in the **Sheffield Safeguarding Hub** on 0114 2734855

If EHG Meeting identifies more complex needs or no positive outcome at level 3, case will 'step up' to level 4

**Early Help Assessment level 4:**

- Family need multi-agency, intensive support
- Complete FCAF with parents/carers & involved practitioners
- Send FCAF securely to MAST for consideration at the **Multi Agency Complex Case Panel (MACCP)**

**NO but need support...**

- Discuss support needs with parents/carers
- Explain EHA (Early Help Assessment) process & seek agreement for parent/carer involvement

**Early Help Assessment:**

- Family needs support from an agency other than school (level 3)
- Complete EHA part 1
- Send to MAST for discussion at weekly EH Gateway Meeting to co-ordinate support