





FLOW CHART FOR RAISING CONCERNS ABOUT A CHILD

Designated Safeguarding Lead:
 Mrs A Hirons
 Senior Assistant
 Vice Principal




Deputy Designated Safeguarding Leads:

Miss N Jones
 Lead CAF Coordinator




Miss L Gregory
 CAF Coordinator



Safeguarding Assistants:
 Miss K Rendall, Miss S Dolan

Level 3 responsibilities for Attendance and Staff / Student Mental Health Wellbeing:
 Mrs S Marshment
 Assistant Principal



Local Governing Body responsible for Safeguarding:
 Miss Ann Harkin

Concern put in writing on CPOMs notifying DSL

If you think the child is at immediate risk, speak to the DSL (Mrs Hirons) or Deputy DSLs (Miss Jones/Miss Gregory)

DO NOT leave it until the end of the day

The Local Authority Designated Officer (LADO) is **Kirsty Whiltshire** and can be contacted on:

024 7697 5483 or lado@coventry.gov.uk

If you believe that there is an immediate risk of harm to a child or young person contact the Police

If a child makes an allegation against a member of staff, it must be reported immediately to **Mr M Everett (Principal) or Mrs A Hirons (Senior Assistant Vice Principal) in his absence.**

If the allegation is against the Principal, the allegation must be reported to the LADO and the Chair of the Romero Catholic Academy, Mr Brendan Fawcett, on b.fawcett@romeromac.com

Designated Safeguarding Lead reviews concern and makes decision about next steps

Decision made to monitor the concern and will be logged on CPOMs

MONITOR

Decision made to discuss the concern informally with the parent/carer

REFER

Decision made to refer the concern to Social Care (without parent's consent)

Class teacher asked to monitor child and feedback to Designated Lead within an agreed timescale

Once discussed with parents, Designated Lead decides to close concern, monitor or refer to Social Care

Designated Lead(s) agree to refer to Social Care

Designated/Deputy Lead closes concern, but keeps record in confidential file/CPOMs

Social Care Referral (MASH) contact details:
024 7678 8555
and follow MASH procedures