DEDHAM
Therapy Farm

Concern form receipt procedure for DSL's

Concern Form Received

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DSL/DDSL reviews concern, assesses risk and seeks advice from consultation line where required

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Decision made and outcome recorded

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Is referral required?

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YES ↓

DSL makes referral to Children's Social Care, Police, LADO or other appropriate agency

Referring school informed where appropriate

NO ↓

Internal monitoring, Early Help or support arrangements implemented

Referring school informed where appropriate

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All safeguarding records saved securely within the child's safeguarding file and safeguarding monitoring system

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Does the concern involve a staff member, volunteer or contractor?

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Advice from LADO followed and all actions formally recorded

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Appropriate safeguarding measures implemented whilst enquiries are ongoing

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DSL/DDSL monitor progress of referrals and investigations

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Follow up with agencies where updates or outcomes have not been received

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All actions, decisions and outcomes recorded on concern form

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Case reviewed weekly and monitored until satisfactory outcome achieved

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Records retained securely in accordance with safeguarding and data protection policy