Annex F

Flow-chart - What to do if you have a cause for concern such as abuse of a child or worked about the welfare of a vulnerable adult.

Staff or student has concerns about the welfare of a child/person regarded as vulnerable or at risk

Who is the allegation against?

- Allegations against Staff
  - Report to the Safeguarding Officer
  - Safeguarding Officer to report to HR Safeguarding Leads and the Designated Safeguarding Lead
  - Depending on the seriousness of the matter, HR’s Safeguarding Officers may need to ascertain the facts of the matter as well as liaise with the Designated Safeguarding Lead.

- Allegations against Students
  - Report to the Safeguarding Officer
  - Safeguarding Officer should report to the Designated Safeguarding Lead
  - Depending on the seriousness of the matter, the Safeguarding Officer and Designated Safeguarding Lead may need to ascertain the facts of the matter.

- Allegations against someone external to City
  - Report to the Safeguarding Officer
  - Safeguarding Officer should report to the Designated Safeguarding Lead
  - Depending on the seriousness of the matter, the Safeguarding Officer and Designated Safeguarding Lead may need to ascertain the facts of the matter.

Designated Safeguarding Lead decides whether the incident is sufficiently serious to report to Local Authority Social Care / Police.

Designated Safeguarding Lead should inform City’s Executive Team.

*** If staff, students or Safeguarding Officer are concerned about the Designated Safeguarding Lead, then they should contact HR’s Safeguarding Officers only. In such a case, HR’s Safeguarding Officers will perform the role of the Designated Safeguarding Lead.