

YORK COLLEGE SAFEGUARDING FLOWCHART FOR STAFF ACTIONS

What to do if you have a concern about a student

Staff identify
Safeguarding or **Prevent**
concerns about a student -
take **immediate action**.

**Speak to the
Safeguarding Team
straight away.**

If a member of the
safeguarding team is
not available, contact
Duty Manager or a
member of SLT
Consider ringing **444**
(01904 770444)

Is it an emergency?
Is the student in
immediate danger?

YES

NO

INFORM line manager for advice and triage. If deemed a safeguarding concern record the incident as a concern on **CPOMS** as soon as possible. If you and your line manager are unsure if this is safeguarding or not, contact the Safeguarding Team for advice.

RECORD concerns on **CPOMS**

Safeguarding Team will decide next steps and make external referrals if needed. Safeguarding Team to monitor students and liaise with relevant professionals.

Helplines

IDAS (victims & survivors of domestic abuse):
03000 110 110

FRANK (drugs support):
0300 123 6600

Papyrus Suicide Prevention:
0800 068 4141

Child Line:
0800 1111

NSPCC:
0808 800 5000

Samaritans:
116123

Prevent:
www.actearly.uk or 0800 0113764

York College Sharepoint:
Safeguarding

4 R's of Safeguarding:

RECOGNISE the signs and symptoms of potential abuse, harm and neglect.

RESPOND sensitively and listen. Speak to your line manager if you are unsure of what to do next.

RECORD the who, what, when and where on CPOMS.

REFER It is usually the responsibility of the DDSL or DSL to pass safeguarding concerns to the appropriate authorities.

For students in immediate danger:

Ring the emergency phone 444 (01904 770444) for First Aid / ambulance / security / police.

For safeguarding contact DSL, DDSL or duty principal as soon as possible.

Do your best to help until backup arrives.

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY