

# West Vale Primary School

## Safeguarding flowchart.

If you have any concerns about a child or if a child discloses to you, then enter the concern on to CPOMS immediately providing as much detail as possible.

**Teachers** should record the incident or concern themselves using their own log in.

**Teaching Assistants** should record the incident or concern using the Teachers log in and with the Teacher present.

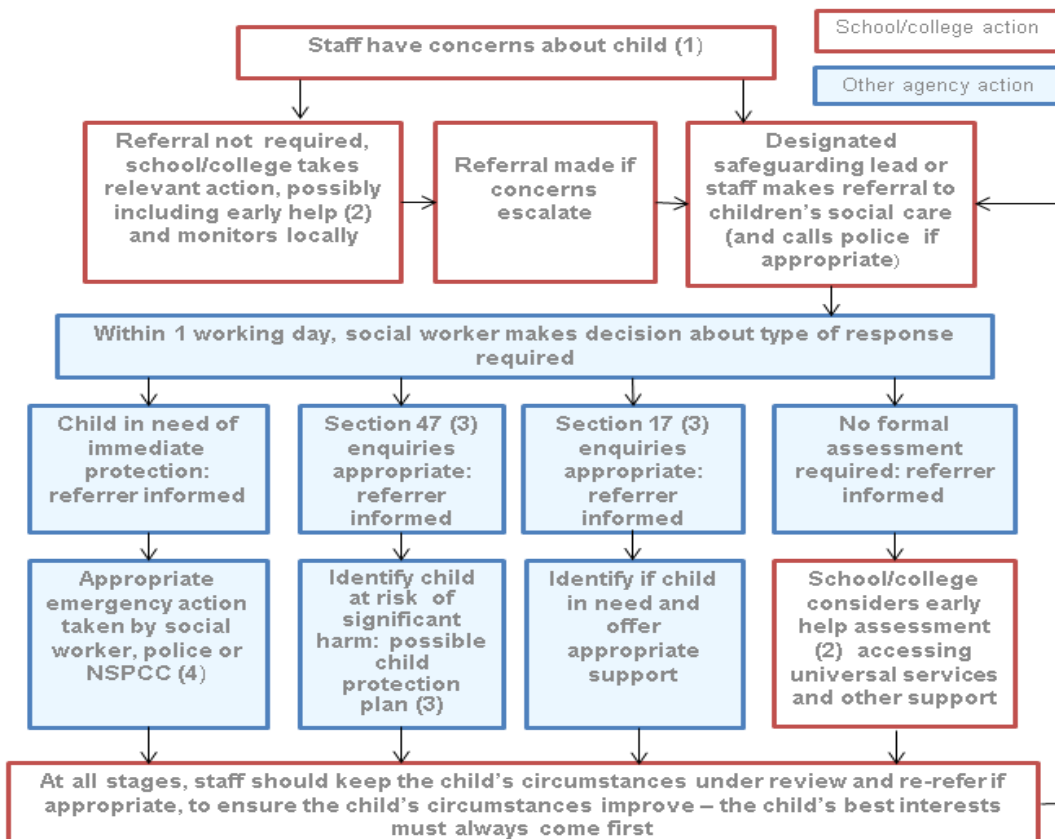
**The Learning Mentor** should record the incident or concern using their own log in.

**Lunchtime staff and Caretaker** should report the incident to the Business Manager or DSL. They will record the incident or concern using their log in and type the information they are told.

**Admin** staff should record the incident or concern using their own log in

The entry on CPOMS will be viewed by the DSL who will decide on what action to take. The action and follow up information will be recorded on CPOMS.

### Actions where there are concerns about a child



*Safeguarding is everyone's concern*