

Safeguarding Flowchart for Powertutors Staff and Tutors

Identify concern

You receive a disclosure or notice that a student may be at risk of harm.

Assess the urgency

Immediate Danger? If the student is in immediate danger, **contact emergency services** straight away.

Not Immediate? Proceed to next step.

Listen and reassure

Do not promise confidentiality; explain you may need to share this information to help.

Listen calmly without judgment and **take notes** of what is being disclosed. Record exact words used.

Do not ask leading questions; let them explain in their own words.

Report the concern

Contact the Designated Safeguarding Lead (DSL) immediately:

Name of DSL: Jo Kelly /Stuart Landon/Alison Jebson

Contact Info: 01737 652965

Provide a detailed account of the concern and your notes. You will be required to record your concern on CPOMS.

Record the concern

Complete the Safeguarding Concern Form/CPOMS within the same day and submit it to the DSL.

Ensure the record includes:

- Date and time of disclosure
- Full name and details of the student/person involved
- What was said or observed (record exact words used)

Follow guidance from DSL

The DSL will assess the concern and take appropriate action, including contacting relevant agencies if necessary.

Follow instructions from DSL and maintain communication as required.

Maintain confidentiality

Only share information on a need-to-know basis.

Do not discuss the concern with others outside of DSL unless instructed.

IF YOU ARE NOT SATISFIED WITH THE OUTCOME OF THE REPORT – IT IS YOUR RESPONSIBILITY TO FOLLOW UP/TAKE FURTHER ACTION.