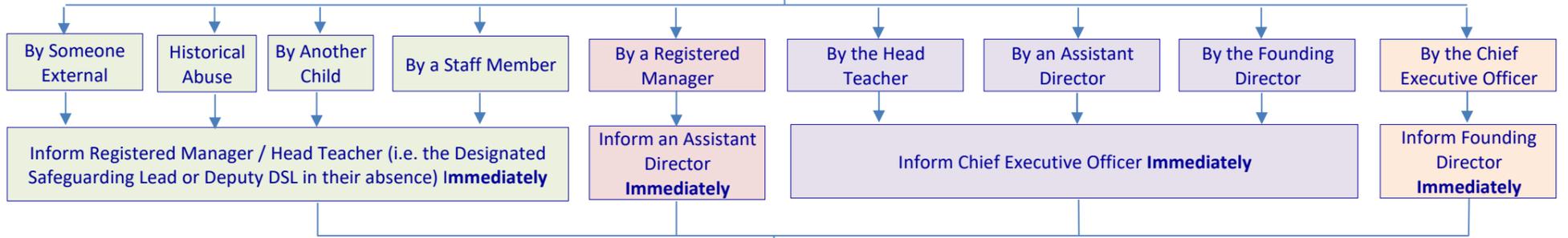


# The Lioncare Group Safeguarding Flow-Chart

## Allegation of Harm to a Child in the Care of The Lioncare Group



**Without delay, record all details in the Daily Record Sheet (in the Homes) and complete an incident form (Homes and School): include times, dates, exact wording used, clear descriptions of facts, names of all witnesses etc. Ensure your recording is accurate, clear, objective, and factual.**

The DSL/Deputy DSL (i.e. Senior Person) who is informed of the allegation ensures the **Child is Safe and their Welfare is protected**.  
 DSL informs both Assistant Directors without delay. Assistant Directors are then responsible for informing the C.E.O./Responsible Individual as necessary dependent on the nature of the allegation

- Notify External Agencies Without Delay:**
1. The Police (999)
  2. B&HCC L.A.D.O. (if adult involved)
  3. Front Door for Families
  4. OfSTED
  5. Social Worker / Duty Team
  6. Parents / Guardian (if applicable)
- Have the following information ready:
- The child's name
  - The child's date of birth
  - The child's home address
  - Clear details of the allegation
  - Details of any action already taken

**If a crime HAS been committed or is believed to have been committed**

Chief Executive Officer decides action (if any) against employee to protect the child including:

- Removing Authority
- Redeployment
- Refrain from Working
- Some Other Measure
- Suspension

If suspension: Chief Executive Officer is guided by Police and L.A.D.O. before contacting employee. If authorisation to proceed is confirmed in writing, employee is contacted, informed of the allegation, procedure for investigation, their right to representation, appropriate routes for communication, the need for them not to visit the home or school or make contact with anyone connected with the home or school, except the named support person.

- Notify The Relevant External Agencies Without Delay:**
1. B & H L.A.D.O.(if adult involved)
  2. F.D.F.F. (where applicable)
  3. OfSTED (N/A for School)
  4. Social Worker / Duty Team
  5. Parents / Guardian (if applicable)
- Have the following information ready:
- The child's name
  - The child's date of birth
  - The child's home address
  - Clear details of the allegation
  - Details of any action already taken

Any allegation of abuse against a child by an employee whilst the child was attending school must be reported by the respective Registered Manager to the L.A.D.O. and other agencies listed above **without delay**. These notifications are separate from and additional to any notifications made by the Designated Safeguarding Lead in school or college or place of education or training. The Lioncare Group adopts the principle that two or more notifications of the same incident or significant event are always safer and therefore better than no notification.

The Designated Safeguarding Lead (DSL or Deputy DSL) dealing with the allegation (usually the Registered Manager or Head Teacher) maintains a detailed Action Log of all events and actions taken during the course of an investigation. Initial oral notifications are followed up with confirmation in writing by email. Any actions and requests by other agencies deemed necessary are taken, including arrangements for medical examination, provision of reports, and support for the child, opportunities for the child to speak with an independent person, and attendance at strategy meetings.

