



Safeguarding Concern Flow-chart for Tutors

1. You notice a concern

- Disclosure, behaviour, injury, or instinctive worry.

2. Ensure immediate safety

- If danger: call 999.
- Listen, stay calm, no leading questions, no confidentiality promises.

3. Record the concern

- Date/time, facts only, child's exact words, your actions.
- Sign and date.

***** Record proforma in Tutor Handbook and also in appendix of Safeguarding Policy****

4. Report the concern

- If child attends school- and you tutor directly: refer to the school DSL. Also, send a copy to Director of Booth's Education Services & Tutoring Ltd: charlotte@essexbest.com

- DSL will advise you on reporting to Suffolk MASH.

5. Follow-up

- Do not investigate.
- Do not contact parents unless told to.
- Monitor and record further concerns.

6. Store records securely

- Keep separate from general notes.
 - Store confidentially.
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1. Appendix B

Record of concern about a child/young person's safety and welfare

Part 1 (for use by any staff – must be handwritten and legible)

Pupil's name:		Date of birth:	Class/Form:
Date & time of incident:		Date & time (of writing):	
Name (print): Job title:			
Signature:			
<p>Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible.</i> <i>Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.</i> <i>Complete body map if injury/marks seen)</i></p>			
What is the pupil's perspective?			
Professional opinion, where relevant <i>(how and why might this have happened?)</i>			
Any other relevant information. Previous concerns etc. <i>(distinguish between fact and opinion)</i>			
Note actions, including names of anyone to whom your information was passed and when			

Check to make sure your report is clear to someone else reading it.

Please pass this form to your DSL without delay

Record of concern about a child/young person's safety and welfare

Part 2 (for use by DSL)

Information received by DSL:	Date:	Time completed:	From whom:		
Any advice sought, if applicable	Date:	Time completed:	From: name/organisation:		
	Advice received:				
Action taken with reasons recorded <i>(e.g. MARF completed, monitoring advice given to appropriate staff, CAF etc)</i>	Date:	Time completed:	By whom:		
Outcome	Date:	Time completed:	By whom:		
Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason			
Is any additional detail held, if so where?					
Prior safeguarding history	No of previous records of concern:				
	Has the child been subject of CAF/Early Help assessment?				
	Currently on CP Plan (CPP) / Child in Need Plan (CiN)				
	Previously on CP Plan (CPP) / Child in Need Plan (CiN)				
	Is child known to other agencies?		Y / N		
Name of DSL:			Signature:		

Appendix C — FGM: Mandatory Reporting Procedure (regulated professionals) — Quick Steps (new)

- **Trigger:** you **see** FGM or a girl **under 18** tells you it was carried out.
- **Act now:** call **101** — state “**FGM mandatory reporting duty**”. Get the **reference/CAD number**.
- **Also:** inform **DSL**, complete records, consider **MASH** for support/risk to others.
- **Timeframe:** **ASAP and by end of the next working day**. (*If immediate risk: 999.*) [\[gov.uk\]](https://www.gov.uk), [\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk)

Appendix D — Prevent/Channel: Reporting Procedure — Quick Steps (new)

- **Immediate risk** (intent/means to cause harm): **999**.
- **Non-urgent concern:** inform **DSL**.
- **DSL** may consult **ACT Early Support Line 0800 011 3764** and submit local **Prevent/Channel** referral; record all actions. [\[gov.uk\]](https://www.gov.uk), [\[police.uk\]](https://www.police.uk)

Appendix E — Online Safety Quick Reference (new)

- **4Cs: Content / Contact / Conduct / Commerce** — classify, **preserve evidence** safely (e.g., screenshot/log), **record** → **DSL**, consider MASH/Police/CEOP.