

# Appendix 3

## Responding to Concerns that a child may be being abused or neglected

**NOTE**  
EACH BOX IN THIS FLOW CHART HAS A CORRESPONDING SECTION IN THE PROCEDURES

Recognition of signs or indicators of abuse  
or  
An allegation / disclosure of abuse  
If necessary take immediate steps to protect

Raising a concern  
Staff or volunteer informs Designated Person in TreeHouse (Head Teacher), Ambitious College (Principal) or Director of Quality Improvement, if concern is not in services

No further action - inform DQI and ensure full record made

Initial Fact Finding

Concern that child may have been harmed or at risk of harm by member of the public / stranger

Informing and updating DQI and chair of governors and chair of trustees as appropriate keep updated

Concern that child may be at risk of significant harm from a family member or carer  
Designated Person or Director of Quality Improvement makes referral to children's services in local authority area child resides in and confirms in writing on the same day using local safeguarding referral form

School or children's services notify the police

With agreement of children's services, AaA inform parents / carers

Completing a CAF may lead to agencies responding to situation as a child in need rather than a child protection. This may mean AaA then contributes to providing some additional support or is asked to work with other agencies to assist in this. The family of the child would be fully aware.

### WHAT MIGHT THE LOCAL AUTHORITY CHILDREN'S SERVICES DO AND HOW MAY AMBITIOUS ABOUT AUTISM NEED TO BE INVOLVED

At any stage from the initial referral the children's services can decide to take no further action

- May request that the school completes a Common Assessment Framework (CAF).
- May decide to carry out checks with other agencies to see if others have similar concerns or other worries.
- The first part of this inquiry can involve a strategy meeting which looks at what is known. At this stage the police may decide to carry out a criminal investigation and / or work with the children's services.

At any stage from the initial referral the children's services can decide to take legal steps to protect if it is assessed that the child will not be safe at home or with other relatives

If the school raised concerns or has significant / relevant information they may be asked to attend a strategy meeting.

AaA may not have raised the initial concerns as this may have been done by another agency. If contacted by children's services in such circumstances and asked if there are any concerns it is vital that senior staff at AaA ask staff who have direct contact with the child and then report back to children's services.

If AaA raised the initial concern they should be told the outcome ~ although this may not be the full details

- May decide that concerns should now lead to an inquiry which should involve meetings with the family, seeing the child alone and making a range of checks. This is sometimes known as a Section 47 inquiry or Child Protection Investigation
- If from the inquiry children's services conclude that the child is or may be at continued risk of significant harm they will convene a child protection case conference.

AaA should be invited to attend the conference and should also submit a report to the conference. All professionals attending a conference are asked if the child should have a child protection plan.  
If a child does have a child protection plan the school/college must have a copy and know its role.

**IMPORTANT**

- If a child has a child protection plan AaA should attend core groups and fully understand the risks and concerns.
- If a child is seen as in need AaA should provide all reasonable support and additional services with other agencies.
- If there is a decision that there is no further action then AaA should still raise any new concerns without delay.
- Director of Quality Improvement has overall responsibility for all safeguarding matters.