



### Safeguarding and Early Help Procedure Flowchart

Initial Safety and welfare cause for concern form (GREEN) completed staff member  
Then form emailed to [safeguarding@penketh.warrington.sch.uk](mailto:safeguarding@penketh.warrington.sch.uk)

↓  
Decision made by DSL to offer:  
↓

**Early help**  
Child gets added to Early Help register for monitoring and is discussed at termly meetings with HOY and Learning mentors.  
  
Internal school referral for support to:  
• Learning mentors  
• Head of Year  
• Emotional health and wellbeing  
  
LM offers additional support in school and continues to monitor.

**Escalation to Child Protection**  
  
Red Safeguarding Disclosure cause for concern form completed by the DSL after further details and clarification sought  
  
Or  
Child gets added to Safeguarding register for monitoring and is discussed at half termly safeguarding meetings  
  
DSL contacts LA Safeguarding Team/MASH for any historical concerns due to nature of concern.

↓  
Early help assessment may be completed and parents spoken to depending on advice given. Early Help assessment or external referral offered with subsequent support to the appropriate agency.  
  
E.g. CAMHS, Youth Services, Inclusion

↓  
MARS Referral made if required to Warrington MASH team.  
  
→ Other outcome such as referral to agency to offer support. DSL takes responsibility for overseeing this case and liaising with outside agencies. E.g. Police, Health, Social Care, MCSETO, Housing, DAT

↓  
A form can be completed to enable escalation at the early help meeting to the safeguarding and this must be completed by the HOY or LM's.  
  
If situation escalates at early help level this can be added to the safeguarding register and safeguarding procedures followed (See column 2)

↓  
Social Care takes on role of lead and arrange for assessments and multi-agency meetings to take place.  
  
→ Child Protection Plan or Child In Need plan produced. School Chronology commenced  
  
Child is closely monitored in school by DSL ,HOY , LM's and SLT

Or - No further action at this time but please monitor and report any other further issues