**Imperial College Safeguarding Children Flowchart Updated January 2024**

**Recognise**

Designated Safeguarding Lead (DSL) 42127/07950549061

Tracy Halsey

Deputy Designated Safeguarding Lead 45120

Liz-Anne des Vignes

**Do you have a suspicion or concern?**

**About a child?**

**About a member of staff’s conduct or behaviour?**

**Respond**

**If the allegation is concerning a member of staff/student or volunteer, contact the local authority designated lead (LADO) within one working day. The LADO will provide you with support. 020 7641 7668 Email: lado@ westminster.gov.uk**

**Named LADO Aqualma Daniel**

**Inform the parents of the incident contact HR who will guide through internal processes.**

**You must also inform Ofsted as soon as reasonably practicable but within 14 days.**

**Complete a safeguarding concerns form & report to the DSL. Decision will be made about next steps.**

**No further concerns, keep a record**

**Ongoing concerns. Decision made to discuss informally with parents /carers**

**No further action required, monitor the situation**

**Refer**

**Contact the MASH Team (Multi Agency Safeguarding Hub) on 020 7641 4000**

**or Out of hours duty team 020 7641 6000**

**Prevent duty referrals-**

**07817 054699 or 07790 980223**

**In an emergency dial 999**

**You will need the details of the staff/student or volunteer. The setting details and the child’s details**

**Parents/ carers will be informed that you are making a referral unless this will put the child at risk**