BUCKDEN PARISH COUNCIL SAFEGUARDING ACTION FLOW CHART

PLEASE NOTE DESIGNATED SAFEGUARDING LEAD (DSL) IS PARISH CLERK

CONTACT NUMBERS Clerk 07483333557 or Vice Chair 07739249036

Where immediate risk of harm exists **contact the police and** let the DSL Parish Clerk know you have done so

Complete Record of Concern Form and pass to DSL Parish Clerk

Where immediate risk of harm is **not** present Contact Designated Safeguarding lead (DSL) Parish Clerk **immediately**

If the concern involves the DSL Parish Clerk contact a designated Councillor **immediately**

Where raised with DSL Parish Clerk she should liaise with a designated Councillor **immediately**

Designated Councillor completes Record of Concern form

DSL Parish Clerk liaises with Designated Councillor and completes a Record of Concern form

Decision TO refer.
Contact relevant authority as set out in Policy. Keep Record of Concern Form securely. Report to Parish Council as outlined in Policy

Decision NOT to refer. Record decision not to refer on Record of Concern form. Keep Record of Concern securely. Report to Parish Council as outlined in Policy

i. Date adopted 12 May 2020, reviewed May 2021, July 2023
ii. Minute number 07-64.1
iii. Version number beginning 3
iv. Date for review – as and when required