

**Save fully completed “Child Safety and Wellbeing Concern Sheet” in CP folder**

**Professional Judgement assesses that**

**child needs protection without delay**

**OR CPC requires advice**

Contact appropriate Duty Social Worker via telephone without delay and share information

**Support child**

* Ensure child is in a place of safety within establishment
* Await and act on further advice from Social Work and/or Police

**Child is not in need of further protection**

**at this time**

If Head Teacher is not CPC, advise HT and any other relevant school staff,

e.g. PTG/class teacher

Identified Need for Support from Partner Agencies

Identified Need for Support From within School or Education Service

No Further

Action

Update Latest Pastoral Notes and begin

GIRFEC

Multi-Agency Action Planning Process

Update Latest Pastoral Notes and begin

GIRFEC

Single-Agency Action Planning Process

Update Latest Pastoral Notes

**Child discloses concern or staff member has a concern about a child**

Staff member completes **Part 1** of the **“Child Safety and Wellbeing Concern Sheet”** and discusses with the Child Protection Coordinator (CPC). CPC gathers further information as appropriate, [National Child Protection Guidance Appendix H](https://www.gov.scot/publications/national-guidance-child-protection-scotland-2021/pages/15/) may support with this.

Where the information indicates a risk of **Radicalisation**, the CPC must share this information with the **PREVENT** Lead via**prevent@aberdeenshire.gov.uk**and follow instructions from the

PREVENT Team from this point forward.

**Child Protection in Education**

**Responding to Concerns Flowchart**

* Prepare for and attend IRD where required
* Prepare for and attend Child Protection Planning Meeting (CPPM) where required
* **Update Chronology/Latest Pastoral Notes**
* **Save fully completed “Child Safety and Wellbeing Concern Sheet” in CP folder**
* Debrief member of staff who raised concern (where appropriate)
* Debrief relevant schools staff, e.g. HT, PTG

Email “Child Safety and Wellbeing Concern Sheet” to Duty Social Worker

If Head Teacher not CPC, advise HT

**Child needs protection without delay**

Agree immediate next steps

Consider GIRFEC Single Agency Assessment