

Safeguarding Concern Reporting Flowchart

For parents, carers, visitors, volunteers and staff

LONGLANDS PRIMARY SCHOOL AND NURSERY

If a child is in immediate danger

Call 999 immediately. Do not delay.

1. A concern arises

You see, hear, receive a disclosure, notice a change, or have an instinct that a child may need help or protection.

2. Listen and reassure

Stay calm, listen carefully, take the child seriously and explain that the concern must be shared with people who can help. Do not investigate or ask leading questions.

3. Report without delay

Speak immediately to the Designated Safeguarding Lead or any Deputy Designated Safeguarding Lead. Parents and carers may telephone the school office on 01630 652312 or email admin@lon.mmat.co.uk and ask for a safeguarding lead.

4. Record accurately

Staff must make a factual, timely record using the school safeguarding system, including the child's own words where relevant, actions taken and who was informed.

5. Safeguarding lead acts

The safeguarding lead considers the information, the child's wishes and best interests, previous concerns, immediate safety and the need for early help, multi-agency support or referral to children's social care.

6. Escalate if needed

If the concern is not acted on, risk increases, or a safeguarding lead is unavailable, contact Shropshire First Point of Contact directly. Safeguarding is everyone's responsibility.

7. Follow-up

The safeguarding lead records decisions, rationale, referrals, actions and outcomes, and continues to monitor the child's safety and wellbeing.

Longlands safeguarding team

Role	Name	School role
Designated Safeguarding Lead	Natasha Lloyd	Assistant Headteacher, SENDCo and Designated Teacher for Looked After Children
Deputy DSL	Marie Highfield	Family, Inclusion and Safeguarding Lead
Deputy DSL	Steven Cross	Key Stage 2 Teacher
Deputy DSL	Clare McGeever	Key Stage 1 Teacher

Role	Name	School role
Deputy DSL	Candice Gallimore Johnson	EYFS Teacher
Deputy DSL	Hillary Williams	Nursery Manager, EYFS Lead and EYFS SENDCo
Safeguarding Governor	Linda Scott	Chair of Governors

External contacts

Shropshire children's safeguarding

Urgent concern: First Point of Contact, 0345 678 9021. Urgent concern outside office hours: Emergency Social Work Team, 0345 678 9040, option 1. Non-urgent concerns can be submitted through the Shropshire Children's Referral Portal. Immediate danger: 999.

[Shropshire safeguarding information](#)