

# YORK COLLEGE SAFEGUARDING FLOWCHART FOR STAFF

## What to do if you have a concern about a student

### Speak to the DSL/DDSL straight away.

If they aren't available, contact a Progress Leader or the Duty Principal by contacting the Welcome Desk.

Staff identify concerns about a student and take immediate action

Is it an emergency?  
Is the student in immediate danger?

**YES**

**NO**

### Safeguarding Leads

#### Ingrid Kellock

Designated Safeguarding Lead  
Ext 251  
ikellock@yorkcollege.ac.uk

#### Eleanor Bennett

Deputy Designated Safeguarding Lead  
Ext 212  
ebennett@yorkcollege.ac.uk

#### Jenny Edwards

Deputy Designated Safeguarding Lead  
Ext 471  
jedwards@yorkcollege.ac.uk

Alert Head of Curriculum and Progress Coach.  
Record the concern on CPOMS

Concern

Safeguarding Team to decide next steps and to make external referrals if needed. Safeguarding Officer to monitor student and liaise with relevant professionals/parents

**RECORD** all information on CPOMS

### Helplines

IDAS: 03000 110 110

FRANK: 0300 123 6600

Papyrus Suicide Prevention: 0800 068 4141

Child Line: 0800 1111

NSPCC: 0808 800 5000

Resource Directory: [yorksurvivalguide.co.uk](http://yorksurvivalguide.co.uk)

### 4 R's of Safeguarding:

**RECOGNISE** the signs and symptoms of potential abuse, harm and neglect.

**RESPOND** sensitively and listen. Speak to your line manager if you are unsure of what to do next.

**RECORD** the who, what, when and where on CPOMS.

**REFER** It is usually the responsibility of the DDSL or DSL to pass safeguarding concerns to the appropriate authorities.

### For students in immediate danger:

Ring 01904 770444 for First Aid/ambulance/security/police. For safeguarding notify the DSL or DDSL as soon as possible. Contact a Student Progress Leader or Head of Student Progress. Do your best to help until backup arrives.

**Gemma Thomas:**

Learning Support Manager  
Ext 428

**Alex Godfrey:**

Student Progress Leader  
(Lead for Care Experienced Student)  
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**Lynn Aikman:**

Student Progress Leader  
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**Lou Baker:**

Mental Health  
and Wellbeing Coordinator  
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**Lee Probert:**

Chief Executive & Principal  
Ext 215