

Responding Well – Cliff College Safeguarding Flowchart

Flowchart for those **in a role of any kind** within the College and to whom people may come with concerns and/or requests for help.

- This procedure is for Cliff College from **March 2026** (to be reviewed annually as part of the Safeguarding Policy)
- This procedure relates to concerns about children and adults, their families and/or role holders at College;
- It should be followed by everyone, irrespective of role

Concern (even if just a niggles) about...

... Help and Support

Those in a role have a concern that may need help and support rather than a safeguarding response. It feels more about the general well-being of someone rather than abuse:

EARLY HELP IS BEST EVEN IF THINGS ARE UNCLEAR.

Gather information – you may be able to resolve things quickly;

Many of these issues can be resolved by sharing with others and seeking advice from local services. Many will be of a day-to-day nature that can be resolved through local provision and/or support from local networks.

Even if not a safeguarding matter record the concerns and actions to show any pattern.

Involve the Safeguarding Team if the concerns have safeguarding issues or you aren't sure if they do.

If no safeguarding issues are present...

PASS TO: A member of the Welfare Team (welfare@cliffcollege.ac.uk)
Ali Mackenzie & Carole Marsden

Offer help as appropriate. A check in from the Welfare Team may help to gather information and get an up-to-date picture. The Welfare Team will record the concerns and actions to show any pattern. Safeguarding Team to be contacted if appropriate for extra help, knowledge of available resources or assistance in contacting other agencies.

... Harm or Risk

Concern suggests someone may have been harmed, is likely to be harmed or it feels there could be some risk.

EARLY RESPONSES ARE BEST EVEN IF THE CONCERNS REMAIN UNCLEAR OR UNCERTAIN.

Gather information if possible – **Do Not Investigate!!!**

Pass on immediately to any of those listed in the next box;

Ensure no-one is left unsafe;

If urgent and serious contact emergency services, i.e. social care /police.

PASS TO: A member of the Safeguarding Team (safeguarding@cliffcollege.ac.uk)

College Safeguarding Team:

**Andrew Stobart
Ali Mackenzie
Carole Marsden
Michelle Foulkes**

If there is any potential delay or disagreement about action, escalate the concern to the **Regional Officer for Safeguarding.**

Regional Officer for Safeguarding
07483 362 735

Record the concerns as soon as possible BUT taking action is more important than filling in paperwork. The Safeguarding Team or the ROS will discuss the case, agree a course of action, confirm who needs to know and liaise as appropriate with external agencies.

... An office holder

Concerns about the behaviour, attitude, conduct of someone in a role of any kind:

PASS immediately to the Principal or if they are not available a member of the Safeguarding Team.

If the Principal or the Safeguarding Team are the source of concern, inform the Regional Officer for Safeguarding.

Regional Officer for Safeguarding
07483 362 735

The Principal or Safeguarding Team MUST...

consider the nature of the concern. If it is of a safeguarding nature, discuss with ROS without delay.

PASS TO:

Regional Officer for Safeguarding
07483 362 735

The ROS must be informed as per National and Local policy.

Advice will be given about next steps, what to record and the ROS or District Chair will be the necessary link with Connexional Safeguarding Team and/or external agencies.