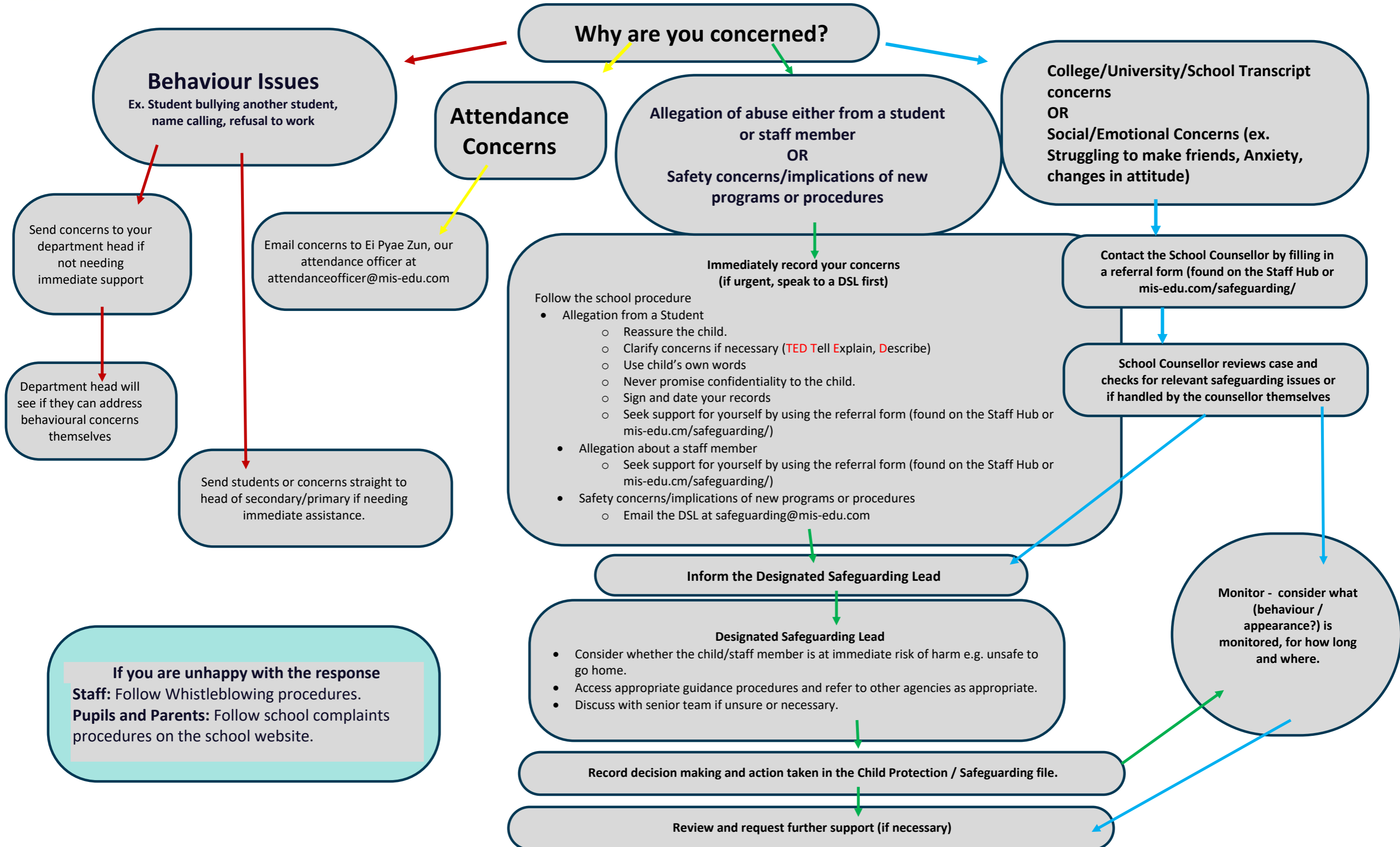




# Wellbeing and Safeguarding Flow Chart



**Immediately record your concerns (if urgent, speak to a DSL first)**

Follow the school procedure

- Allegation from a Student
  - Reassure the child.
  - Clarify concerns if necessary (TED Tell Explain, Describe)
  - Use child's own words
  - Never promise confidentiality to the child.
  - Sign and date your records
  - Seek support for yourself by using the referral form (found on the Staff Hub or mis-edu.com/safeguarding/)
- Allegation about a staff member
  - Seek support for yourself by using the referral form (found on the Staff Hub or mis-edu.com/safeguarding/)
- Safety concerns/implications of new programs or procedures
  - Email the DSL at safeguarding@mis-edu.com

**If you are unhappy with the response**  
**Staff:** Follow Whistleblowing procedures.  
**Pupils and Parents:** Follow school complaints procedures on the school website.