

# TP8 | Safeguarding Reporting Process Flowchart

## How to go about reporting a safeguarding concern

All learners and staff are advised of the following contact details to report a Safeguarding or Prevent concern.

## Safeguarding contacts

Designated Safeguarding Lead Details
<b>Paula Todd - Head of Quality</b>
Telephone: 0800 038 5666
Email: <a href="mailto:safeguarding@total-tp.com">safeguarding@total-tp.com</a>

Deputy Safeguarding Officer Details
<b>Vikki Swarbrick - Quality Manager</b>
Telephone: 0800 038 5666
Email: <a href="mailto:safeguarding@total-tp.com">safeguarding@total-tp.com</a>

## Issue / Concern identified

DSL / DSO immediately informed via telephone or designated safeguarding email

**Risk assessment undertaken by DSL / DSO to identify priority of investigation and response**

DSL / DSO undertakes thorough investigation following report. Time-scale depending on risk:



DSL / DSO updates Issues / Complaints log immediately following investigation

All communications & documentation related to the investigation stored electronic & password protected

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Where appropriate, seek advice from relevant external agencies or formally report depending on severity

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DSO / DSL to follow advice from relevant external body

All logs and documentation updated and maintained with follow up actions & outcomes

Where necessary, risk assessment undertaken and shared with relevant individuals.

Ongoing monitoring or closure of issue/concern report - Time-scales dependent on investigations and outcomes.