

# Safeguarding Action Flowchart

All staff are having on-going safeguarding conversations with their SBP, their PDC and school link or programme manager (FP)

SFW staff member or Clinical Supervisor has a concern about a child or parent. It is...

If a child or adult is in immediate danger call the Police on 999

..Low Level  
(a niggles/gut feeling)

..Medium Level  
(substantial/ongoing)

..High Level  
(significant/serious)

### Monitor

- Speak to SBP/PDC
- Identify who else in sch. you may need to talk to
- Write up SG Essential Information form- keep record secure
- Monitor situation over timescale agreed with PDC
- Noticing meeting required?

### Discuss

- Speak to SBP/PDC
- Agree who else in sch. you need to talk to
- Decide to monitor or refer
- Refer through school process
- Write up SG Essential Information form
- Noticing meeting required?

### Refer

- Speak to DSL in school (FG or FP) or SFW DSL (PGG) on same day
- Update SBP/PDC as required
- Refer through school process
- Write up SG Essential Information form and continue to update
- Agree next steps with school DSL (FG and FP) and SFW DSL (PGG) as per policy
- Talk to SFW DSL and override school if necessary
- Review situation over timescale agreed with school.
- Noticing meeting required?

If additional concern/information arises, move to

Speak to SFW DSL who will record concern form in central, secure, confidential system as necessary

SFW DSLs to refer on to...  
(see over)

FG = Family Group  
PGG = Parent Graduate Group  
FP = Food Project

**If you need to contact the Local Authority with a concern about a child**

**SFW Designated Safeguarding**

**Leads:**

**Mark Griffiths**

07540 806 248

**Joanna Watson**

07967 352 909

In case of absence:

**Nancy Graham**

**Hounslow Early Help Team (Front Door)**

020 8583 6600 (option 2)

Out of hours: 020 8583 2222

**Email:** [earlyhelp@hounslow.gov.uk](mailto:earlyhelp@hounslow.gov.uk)  
[childrensocialcare@hounslow.gov.uk](mailto:childrensocialcare@hounslow.gov.uk)

**Kingston and Richmond**

Single Point of Access

(SPA)

020 8547 5008

(020 8770 5000 for out of hours)

**Lambeth**

- 020 7926 3100
- 020 7926 5555 (24 hours)
- [Online report](#)

**Kensington and Chelsea**

Duty Line

- Tel: 020 7361 3013
- (Out of hours – 020 7361 3013)

**Hammersmith and Fulham**

Initial Consultation and Advice Team (ICAT)

020 8753 6600

Fax: 020 8753 4209

[familyservices@lbhf.gov.uk](mailto:familyservices@lbhf.gov.uk)

Out of hours service: 020 8748 8588

If you need to contact the Local Authority with a concern about an **adult**

**Hounslow Adult Safeguarding Board**

020 8583 3100 - Monday to Friday from 9am to 5pm.

Out of hours telephone: 020 8583 2222.

Or use [report form](#)

**Kingston Council (Safeguarding Board)**

Report your concern using the [safeguarding concern form](#) and then send us an email to

[adult.safeguarding@kingston.gov.uk](mailto:adult.safeguarding@kingston.gov.uk)

Call the Access Team during office hours on 020 8547 5005 and after 5pm call 020 8770 5000.

**Richmond Adult Safeguarding**

Online [report system](#)

**Lambeth**

During office hours Tel: [020 7926 5555](tel:02079265555)

Outside office hours Tel: [020 7926 5555](tel:02079265555)

[Online form here](#)

**Kensington and Chelsea**

Safeguarding helpline 020 7361

3013 (office hours) / 020 7361

3013 (out-of-hours)

Email:

[socialservices@rbkc.gov.uk](mailto:socialservices@rbkc.gov.uk)

**Hammersmith and Fulham**

Adult Safeguarding

020 8753 4198 - Option 3

020 8748 8588 (out of hours)

[safeguardingadults@lbhf.gov.uk](mailto:safeguardingadults@lbhf.gov.uk)

[safeguarding adults alert referral form](#)