



Safeguarding Checklist

Lessons from Southport

Immediate (same day)

- Identify & record: Log the concern in your safeguarding system (date/time, who raised it, summary of behaviour/incident).
- Safety check: Ensure the child and others are safe now (first aid, supervision, police if immediate risk).
- Inform senior lead: Notify the DSL/Headteacher/CEO and a named senior contact (log time stamp of notification).
- Preserve evidence: Secure digital/physical evidence (messages, social posts, CCTV) and note where it is stored.

Within 24 hours

- Multi-agency notification: Share the concern with local authority MASH/triage, CAMHS duty team and police Prevent/Channel as appropriate. Include all contextual information.
- Reasoned decision: Record the rationale if you do not refer (who made the decision, why, and planned next steps).
- Parent/carer contact: Unless doing so increases risk, inform parents/carers that a concern has been raised and what action you're taking. Record the conversation.

Risk indicators to check (prompt list)

- Weapon interest or fixation (weapons drawings, searches, purchases).
- Repeated violent fantasies, threats or rehearsals.
- Escalating exclusion/attendance problems, social withdrawal, sudden change in behaviour.
- Online grooming, extremist content, or attempts to procure harmful materials.
- Signs of exploitation, trafficking or coerced behaviour.
- Mental-health deterioration: self-harm, severe anxiety, obsessional behaviour.

Neurodiversity & context

- Treat diagnoses as context, not cause. Autism, ADHD or other needs are not proxies for threat — but they may increase vulnerability or mask signs.
- Adjust communication and support: provide clearer, scaffolded explanations, safe space meetings, and liaison with specialist services.

Multi-agency practice

- Use case conferences for borderline/complex cases — invite school, social care, CAMHS, police Prevent/Channel and parents (where safe).

- Document multi-agency decisions and ensure actions have named owners and deadlines.
- Follow up: Set review dates (48 hours, 7 days, 28 days) and track outcomes; escalate if progress stalls.

CAMHS & mental-health pathways

- Do not treat discharge as end of risk: if a child leaves CAMHS, maintain monitoring and consider alternative supports (school counselling, youth services).
- Record reasons for discharge and the follow-up plan; if discharge seems premature, flag to CAMHS and MASH.

Prevent/Channel referrals

- Do not wait for ideological proof: refer if there are credible signs of violent intent, fixation with violence, or online grooming — even when no ideology is obvious.
- Include behavioural detail and chronology in referrals; attach evidence.

Record-keeping & audit

- Keep a clear audit trail: referral copies, meeting minutes, correspondence, and review notes.
- Run a quarterly audit of 'declined referrals' and borderline cases to check for missed escalation patterns.

Training & culture

- Ensure all staff know how to escalate, can recognise behavioural markers beyond ideology, and understand neurodiversity adjustments.
- Run live scenario drills twice yearly (including digital-harm and weapon-fixation scenarios). This is linked with requirements under Martyn's Law (Protection of Premises)

Rapid assurance checklist (before case closed)

- Has multi-agency review occurred? Y / N
- Is there a named lead and timeline for actions? Y / N
- Has the child's support plan been reviewed and recorded? Y / N
- Are parents/carers engaged appropriately? Y / N
- Is there a scheduled review date? _____

For tailored policy reviews, staff training or a multi-agency audit, visit www.bcssäfeguarding.co.uk

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