

You have concerns about a child

**1. Speak to the School Partner
DSL**

**2. Report via their required
procedures**

**In addition to school procedures
complete step 3&4**

**3. Inform Spring Tuition DSL
07759060227**

**4. Report via Spring
Safeguarding Concern report
form found in Tutor area of
Google Drive**

**5. Spring Tuition will liaise with school partner DSL to ensure below
procedures are followed**

**Assessment of referral made by school
partner DSL (& Spring Tuition's DSL if
appropriate)**

**Referral not required. School
takes relevant action and
monitors locally.**

**If concerns escalate make a
referral**

**You or the DSL make a referral to
the LA's social care team (and call
the police if appropriate)**

**Within 1 working day, a social
worker makes a decision about the
type of response required.**

**LA's social care team
takes action and informs
the referrer**

**No formal assessment
required**

**School considers early
help assessment and
accesses other support as
appropriate**

**Both Spring Tuition and school staff keep the child's circumstances under review
and re-refer if appropriate, to ensure the circumstances improve. The child's best
interest must come first at all stages.**