Safeguarding/Welfare/CHANNEL Flow Chart

Valley College

Information received or an allegation is made concerning abuse or inappropriate conduct regarding a learner or other adult

Information received or concern is raised about an individual being vulnerable to extremism

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The information is immediately written up on a concern sheet and/or written on body map (Pink sheet)

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- **Be written in ink**
- **Differentiate between fact and opinion**
- **Use the learner's language wherever** possible

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The concern form is immediately shared with a DSL

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The DSL's will meet to consider the information and decide if any further action is necessary. (Consideration given to age of learner)

Louise Parrish
Head teacher Tor View School & Executive Principal Valley College

Eileen Melling
Head of Valley College

Sue Johnson
College Business Lead

Talking & listening to the learner

Do
- Keep an open mind
- Reassure the learner
- Listen carefully
- Ask open questions
- Record accurately using learner's words
- Pass on to DSL same day

Don't
- Make false promises
- Interrupt
- Interrogate/ Investigate
- Assume
- Make suggestions about what is being said
- Speculate or accuse anyone
- Show anger or shock
- Tell the learner to go and speak to someone else
- Don't forget to record accurately using learner's own words and/or pass on to DSL same day

YES

NO

DSL will contact Adult Safeguarding Team or Police to investigate

Staff will be kept informed on a need to know basis.

DSL will contact the CHANNEL co-ordinator for Lancashire

Staff will be kept informed on a need to know basis.

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College to consider how to support the learner involved

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Person reporting

Make a full report of the decision in the learner's welfare or Safeguarding file and on Schoolpod.