

مدرسة النور

Safeguarding Flowchart

Madrasah Noor Lancaster • Part of the Lancaster Islamic Community Hub

1) You are worried about a child

Notice an injury, change in behaviour, disclosure, or a gut feeling.
Always take concerns seriously.

2) Is the child in immediate danger?

If YES: call 999 now. Then inform DSL/Head immediately.
If NO: continue to step 3.

3) Report to DSL without delay

Speak to DSL (Anas Patel) as soon as possible.
If DSL not available: inform the Head (M. Nawaz Munshi).
Do not investigate or ask leading questions.

4) Record (facts only)

Complete a Safeguarding Concern Form immediately.
Include date/time, who was present, exact words and actions taken.
Sign and date your record. Give it directly to DSL.

5) DSL decides next steps

- Monitor / early help and support
- Seek advice and/or refer to Children's Social Care
- If a crime may have been committed: contact Police

Key contacts

Head: Mowlana Nawaz Munshi
DSL: Anas Patel
Deputy DSL: To be appointed
Children's Social Care: 0300 123 6720
Out of hours: 0300 123 6722
Police: 999 / 101
LADO: lado.admin@lancashire.gov.uk

If the concern is about an adult

Report immediately to the Head.
If concern is about the Head: report to DSL.
Do not investigate.
Head/DSL seek LADO advice as needed.

Remember: Do not promise confidentiality • Do not investigate • Record and report immediately