



SAFEGUARDING: DESK AID

01.

STOP - What have I received?

Who is the information from and what period does it cover?
Which child/children does it relate to? Are any missing?
Am I clear about the situation for those children? If not what else do I need to know and who do I need to ask?



02.

THINK - Why does this matter?

What does this tell me about the child and their lived experience?
Does it change, confirm or escalate risk?
What might be missing or unclear?



03.

ANALYSE - What does this mean for risk now?

Is the risk immediate, emerging or potential?
Who is at risk and how?
What assumptions might I need to challenge?



04.

ACT - What needs to happen next?

What further information, challenge or escalation is needed?
Who needs to know and by when?
Does this require Management Oversight?



05.

RECORD - Can others understand my thinking?

Does my record explain my decisions, assessments and concerns?
Is professional disagreement clearly recorded with escalation action?
Are my actions clear?

