

Escalation Strategies Checklist

If a referral does not meet threshold:

- ☐ Review the decision rationale with the referrer (staff member)
- ☐ Update chronology to reflect new or ongoing concerns
- ☐ Gather further evidence from within school (e.g. attendance, behaviour, disclosures)
- ☐ Contact other professionals (e.g. school nurse, Early Help, SENDCo) to build a fuller picture
- ☐ Speak to the family if appropriate and safe to do so
- ☐ Log the decision and your next steps clearly on the child's safeguarding record

When considering escalation:

- ☐ Re-read the local escalation policy and follow outlined steps
- ☐ Contact the original decision-maker to discuss unresolved concerns
- ☐ Seek internal supervision or support (e.g. from headteacher, safeguarding supervisor)
- ☐ Submit a formal escalation with clear reference to risk, evidence, and previous actions
- ☐ Record all contact, decisions and actions taken

To support ongoing monitoring:

- ☐ Schedule regular internal reviews of the child's situation
- ☐ Ensure all staff are briefed to report further concerns
- ☐ Keep Early Help open or consider internal support interventions
- ☐ Be alert to any changes that could raise the level of risk
- ☐ Prepare to re-refer if new information comes to light

To support staff and self:

- ☐ Debrief with staff who raised the concern
- ☐ Seek DSL peer supervision or network advice
- ☐ Reflect on the case and update safeguarding processes if needed
- ☐ Look after your own wellbeing—talk to a trusted colleague or line manager