

SAFEGUARDING CONCERNS PROCEDURE



A staff member or volunteer has a safeguarding concern about a child.

Disclosure Conversations

DO

- Remain calm
- Listen carefully
- Write down exact words as soon as possible
- Share with DSL/DDSL immediately

DON'T

- Ask leading questions
- Promise to keep it a secret
- Discuss the disclosure with others (apart from DSL or DDSL)

Concern is reported to DSL if onsite (Amanda Brotherhood) or DDSL (Sarah Dowell)
Complete Cause for Concern Form located on the safeguarding board in the staffroom and email DSL.

In the unlikely event of neither being on site they will be contactable by phone or the CET Safeguarding Lead (Gill Creighton)/Director of LP (Sue Newstead) will be available.

DSL or DDSL will review concern and determine next steps. Concern will be recorded on CPOMS.

REFERRAL NOT REQUIRED

DSL or DDSL decide a referral is not required.
 School take relevant action for example: contact parents, begin an Early Help. School to monitor situation.

REFERRAL REQUIRED

DSL will make a referral to the Cumbria Safeguarding Hub and contact police if appropriate.
 Single contact form will be completed if necessary.
 Information to be logged on CPOMS.

Referral made if things escalate.

Social care will decide what response is required within one working day.

The child is in need of immediate protection. The DSL/DDSL will be informed of this.

A Section 47 enquiry is required by social care if they have reasonable cause to suspect a child is suffering or likely to suffer significant harm. The DSL/DDSL will be informed of this.

A Section 17 enquiry is required if social care believe the child needs extra help from professionals or services. The DSL/DDSL will be informed of this.

No formal assessment is required. The DSL/DDSL will be informed of this.

Appropriate emergency action is taken by a social worker, police, school and/or the NSPCC.

Child is identified as being at risk of significant harm.

Child and family assessment conducted.

Child protection plan is drawn up if required.

Child is identified as being a child in need.

Child and family assessment conducted.

Appropriate support that the child needs is identified.

School will consider any pastoral support to support the child and start an Early Help Assessment to access universal services and other support.

Key Contact Information

DSL– Amanda Brotherhood
 Email: head@hensingham.cumbria.sch.uk
 Mobile: 07709 221 596

DDSL and E-Safety lead– Tony Clayton
 Email: tclayton@hensingham.cumbria.sch.uk
 Mobile: 077 0892 2565

DDSL– Sarah Dowell
 Email: sdowell@hensingham.cumbria.sch.uk
 Mobile: 07710 436 871

LAB Chair– Andy West
LAB Safeguarding Lead–Wendy Burnie

Gill Creighton– **Safeguarding, Child Protection and Engagement Manager**
 Email: gcreighton@cumbriaeducationtrust.org

CONFIDENTIALITY

Any safeguarding concerns that you have regarding children in school must not be shared with anyone other than the safeguarding team in school.

SUPPORT

If you require support after a disclosure, please contact the DSL or DDSL who will offer supervision to support you.

Any concerns regarding the Headteacher must be reported to the Chair of the LAB– Andy West.

All concerns and correspondence will be stored on CPOMS by DSL or DDSL. The child's circumstances will be monitored by school and a referral will be made again if it is appropriate for improving the child's circumstances.
The child's best interests must always come first and they will be supported in school.

If the concern is about a staff member/volunteer in school and is not considered a Low Level Concern, the Headteacher will refer to the LADO who will determine the best route of action to be taken.

Thank you!