

## Safeguarding Procedure 2019 - 20

You have cause to believe a child is at risk of harm, neglect or abuse or something that makes you feel uneasy for their well-being



Speak to Angela Moore as the Designated Safeguarding Lead [DSL] or other Deputy DSLs in her absence. Do not discuss the situation with anyone else. Within 24 hours hand in CP concern form.



Angela Moore as the DSL (or other Deputy DSLs in her absence) assesses the next steps



### Monitoring

Angela Moore as the DSL (or other Deputy DSLs in her absence) decides who else information should be shared with



Other professionals such as the Heads of Learning or Student Managers are alerted on a 'need to know' basis by the DSL's



### Further Action Required

Angela Moore as the DSL (or other Deputy DSLs in her absence) is required to take appropriate action by reporting to the relevant outside agency

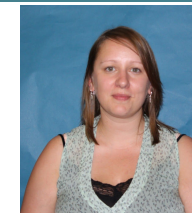


### What if someone discloses to you?

- Do **not** make a promise of confidentiality
- Your role is a listening role. Do not interrupt the child if they are freely disclosing events
- Any questions that may be needed to clarify matters should be framed in an open manner and not lead the child in any way
- Speak to Angela Moore, the Designated Safeguarding Lead or other Deputy DSLs in her absence
- Please fill in the 'CP' concern form as soon as possible (within 24 hours). These are available both in the staffroom and outside G53.
- Once you have completed the concern your responsibility for the disclosure ends
- Do not discuss the disclosure with anyone.



Angela Moore  
Designated Safeguarding Lead



Catherine Cooper  
Deputy DSL



Tracey Davids  
Deputy DSL



Amy Brown  
Deputy DSL



Kabir Jagwani  
Deputy DSL



Nazim Ahmed  
Deputy DSL



Rayner Dougan  
Deputy DSL