

## Safeguarding Procedure 2020 -21

If you have cause to believe a child is at risk of harm, neglect or abuse or something makes you feel uneasy, you must pass this information on immediately.



Inform Angela Moore as the Designated Safeguarding Lead (DSL) or other Deputy DSLs in her absence. Do not discuss the situation with anyone else. Make an urgent online referral on the Safeguard programme



Use the Safeguard programme to document and record your concerns. Include verbatim speech if relevant. Keep to the facts and do not express opinions unless you are able to explain your opinion.



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



### Monitoring

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



### 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



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

### 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
- Make an urgent online referral on the Safeguard programme
- Once you have made your online referral to Safeguard, your responsibility for the disclosure ends. Do not discuss the disclosure with anyone.

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|--|---|---|---|---|--|---|--|
|  <p>Angela Moore<br/>Assistant Headteacher<br/>DSL</p>     |   |  <p>Jeyda Asutay<br/>Safeguarding Deputy<br/>DSL</p>          |   |  <p>Rayner Dougan<br/>Family Support Worker<br/>Deputy DSL</p>  |  |  <p>Chrisina Raines<br/>Deputy Headteacher<br/>Deputy DSL</p> |  |
|  <p>Amy Brown<br/>Assistant Headteacher<br/>Deputy DSL</p> |  <p>Kabir Jagwani<br/>Assistant Headteacher<br/>Deputy DSL</p> |  <p>Nazim Ahmed<br/>Assistant Headteacher<br/>Deputy DSL</p> |  <p>Kim Howe<br/>Lead First Aider<br/>Deputy DSL</p> |  <p>Chris Scott<br/>Resource Provision Lead<br/>Deputy DSL</p> |  |   |  |