

Safeguarding Procedure 2021 -22

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 Amy Brown 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.



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



Monitoring

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



Further Action Required












Amy Brown 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 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 Amy Brown, 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.

					
Amy Brown Deputy Headteacher DSL	Omar Deria Head of School Deputy DSL	Jeyda Asutay Safeguarding Deputy DSL	Rayner Dougan Family Support Worker Deputy DSL	Alex Foulds Pastoral Manager Deputy DSL	
					
Angela Moore Assistant Headteacher Deputy DSL	Kabir Jagwani Assistant Headteacher Deputy DSL	Nazim Ahmed Assistant Headteacher Deputy DSL	Jalira Kiyemba-Souter Assistant Headteacher Deputy DSL	Kim Howe Lead First Aider Deputy DSL	Chris Scott Resource Provision Lead Deputy DSL