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## What School Staff Should do if a Child is in Danger or at Risk of Harm

All staff must follow the procedures set out below in the event of a safeguarding issue.

Please note – in this and subsequent sections, you should take any reference to the DSL to mean “the DSL (or deputy DSL)”.

### If a child is suffering or likely to suffer harm, or in immediate danger

If you believe a child is suffering or likely to suffer from harm or is in immediate danger, tell the DSL immediately so that they can take appropriate action. A ClearCare form must also be written immediately.

See the following link to the GOV.UK web page for reporting child abuse to your local council.

<https://www.gov.uk/report-child-abuse-to-local-council>

### If a child makes a disclosure to you

If a child discloses a safeguarding issue to you, you should:

- Listen to and believe them. Allow them time to talk freely and do not ask leading questions
- › Stay calm and do not show that you are shocked or upset
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
- › Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
- › Write up your conversation on the clearcare safeguarding form as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it
- › Sign and date the write-up and pass it on to the DSL.
- Aside from these people, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process

Bear in mind that some children may:

- › • Not feel ready, or know how to tell someone that they are being abused, exploited or neglected
- › • Not recognise their experiences as harmful
- › • Feel embarrassed, humiliated or threatened. This could be due to their vulnerability, disability, sexual orientation and/or language barriers

None of this should stop you from having a ‘professional curiosity’ and speaking to the DSL if you have concerns about a child.

You should not assume a colleague or another professional will take action and share information that might be critical in keeping children safe.

Early information sharing is vital for effective identification, assessment and allocation of appropriate service provision, whether this is when problems are first emerging, or where a child is already known to local authority children's social care (such as on a child in need or child protection plan).

## Education Safeguarding P&P Appendix Contact Details and Reporting concerns

You must understand that child protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved but also to ensure that being released into the public domain does not compromise evidence.

You should only discuss concerns with the designated person, head teacher or head of education. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

If you have concerns about a child (as opposed to believing a child is suffering or likely to suffer from harm, or is in immediate danger)

Where possible, speak to the DSL first to agree a course of action.

If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to a member of the senior leadership team, Head of Education and/or take advice from local authority children's social care. You can also seek advice at any time from the NSPCC helpline on 0808 800 5000. Share details of any actions you have taken with the DSL as soon as practically possible.

### Early help assessment

If an early help assessment is appropriate, the DSL will lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner. We will discuss and agree, with statutory safeguarding partners, levels for the different types of assessment, as part of local arrangements.

The DSL will keep the case under constant review and the school will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed.

### Contact Details

Name	Role	Email	Mobile
Matthew Palmer	Headteacher	<a href="mailto:matthew.palmer@five-rivers.org">matthew.palmer@five-rivers.org</a>	07920803864
Stacey Wagstaffe	Registered Manager	<a href="mailto:stacey.wagstaffe@five-rivers.org">stacey.wagstaffe@five-rivers.org</a>	07860878606
James Hall	Head of Education	<a href="mailto:James.Hall@five-rivers.org">James.Hall@five-rivers.org</a>	07935066031
Shellie Barcroft	Education Advisor to the Board	<a href="mailto:Shellie.Barcroft@five-rivers.org">Shellie.Barcroft@five-rivers.org</a>	07718571525
Nicci Willock	Director of Children's Services	<a href="mailto:Nicci.Willock@five-rivers.org">Nicci.Willock@five-rivers.org</a>	01722 435763



**Education Safeguarding P&P Appendix  
Contact Details and Reporting concerns**

Contact Local Authority Designated Officer (direct line)

**0113 378 9687** [LADO@leeds.gov.uk](mailto:LADO@leeds.gov.uk)

To consult **MASH** – 0113 222 4403

## Actions when there are concerns around the child

