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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 references 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
Park House safeguarding team	DSL's	<a href="mailto:phsafeguardingleads@fiverivers.org">phsafeguardingleads@fiverivers.org</a>	N/A
Sally Pitkin	Headteacher/ DSL	<a href="mailto:Sally.Pitkin@five-rivers.org">Sally.Pitkin@five-rivers.org</a>	07715196777
Kristina Baker	Education Business Manager/ Deputy DSL	<a href="mailto:Kristina.Baker@five-rivers.org">Kristina.Baker@five-rivers.org</a>	07889417413
Teresa Brown	Senior Headteacher / Deputy DSL	<a href="mailto:Teresa.Brown@five-rivers.org">Teresa.Brown@five-rivers.org</a>	07563381870

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

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

**Somerset**

For more information, please see the [Somerset Safeguarding Children Board website](#).

The site includes:

- Information for parents and carers
- Information for Professionals
- Publications

You can find out more about online services and publications at these related websites:

[South West Child Protection Procedures](#)

[NSPCC](#)

[Department for Education \(DFE\)](#)

Working Together Partnership Protocol 2016-17

The partner organisations of the Somerset Health and Wellbeing Board (HWBB), Somerset Children's Trust (SCT), Somerset Safeguarding Children Board (SSCB), Somerset Safeguarding Adults Board (SSAB), Somerset Corporate Parenting Board (SCPB) and the Safer Somerset Partnership (SSP) are committed to working together at every level to keep Somerset people safe from harm and improve their health and wellbeing.

A [joint protocol has been signed](#) to ensure that the Boards are working together to support each other, avoid duplication and provide effective leadership for Somerset.

**Contact Details**

**Website:** [LSCB@somerset.gov.uk](mailto:LSCB@somerset.gov.uk)

Somerset Safeguarding Children Board PP2 B3W, County Hall, Taunton TA1 4DY

If you are worried about a child or young person who could be in danger please contact

- Children's Social Care on 0300 123 2224
- by email at [childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk)
- or the police

You can contact the police directly by dialling 101 and they will discuss with Children's Social Care what action should be taken. In an emergency always contact the police by dialling 999.

If you would like to speak to a social worker outside of office hours please phone the Emergency Duty Team (EDT) on 0300 123 2327 We will always deal with any calls in the strictest confidence.

Contact: Children and Young People's Team

Address: Customer Contact, PO Box 618, Taunton, Somerset TA1 3WF

Email: [childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk)

Phone: 0300 123 2224

Fax: 01823 321187

Opening Hours: Monday to Friday 8am to 6pm, Saturday and Sunday closed.

If you are worried about a child or young person who could be in danger please contact

- Children's Social Care on 0300 123 2224
- by email at [childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk)
- or the police

You can contact the police directly by dialling 101 and they will discuss with Children's Social Care what action should be taken. In an emergency always contact the police by dialling 999. If you would like to speak to a social worker outside of office hours please phone the Emergency Duty Team (EDT) on 0300 123 23 27

Opening hours and other ways to contact us:

Phone lines are open 8.30am to 5.30pm Monday to Friday.

If you are deaf, hard of hearing or speech-impaired you can contact us using SMS text 07862122246.

**Postal address:**

Somerset County Council  
County Hall  
The Crescent  
Taunton  
Somerset  
TA1 4DY

**Dorset**

If you are concerned about a child's welfare or worried, they are being abused, you can make a referral to Children's Social Care.

If the child lives in Dorset contact:

<https://pdscp.co.uk/working-with-children/schools-and-colleges/dorset/>

**Families and Members of the Public Number: 01305 228866**

Children's advice and duty service

Telephone: 01202 228866

Email: [MASH@dorsetcc.gov.uk](mailto:MASH@dorsetcc.gov.uk)

If the child lives in Bournemouth, Christchurch or Poole contact the Children's First Response Hub:

You can contact the [BCP First Response Hub](#) to request support, or to report a concern about a child or young person.

There is also a revised [inter-agency referral form](#), further enhancing the speed and ease of referrals.

Call 01202 123334 from 8.30am to 5.15pm, Monday to Thursday and 8.30am to 4.45pm on a Friday.

Or e-mail direct on: [childrensfirstresponse@bcpcouncil.gov.uk](mailto:childrensfirstresponse@bcpcouncil.gov.uk)

If you are a family member or a member of the public, you do not need to complete the inter-agency referral, please just call the number above.

Out Of Hours – The Children's Social Care Out of Hour's service is the emergency response service for any child who is in crisis, needs urgent help or is at serious risk of significant harm. Hours of operation are 5pm to 9am from Monday to Friday, all day Saturdays and Sundays and all bank holidays, including Christmas Day and New Year's Day.

Out of Hours Service on 01202 738256

Email: [ChildrensOOHS@bcpcouncil.gov.uk](mailto:ChildrensOOHS@bcpcouncil.gov.uk)

In an emergency, or if you believe a child is at immediate risk of harm, call the police on 999. If your concern requires immediate advice out of normal office hours please contact the Out of Hours Team on Tel: 01202 657279 To report a concern complete form on <https://pdscp.co.uk/working-with-children/schools-and-colleges/dorset/>

To inform your contact or referral, please refer to the following local documents:

[Dorset Threshold Tool](#)

[Dorset Inter-Agency Referral Form](#)

[Safeguarding Concerns Referral Advice and Information](#)

[Child Protection Enquiry and Local Office Checks](#)

**Plymouth**

To get in touch please either:

01752 307535 [pscb@plymouth.gov.uk](mailto:pscb@plymouth.gov.uk)

Email

Plymouth Safeguarding Children Board Business Manager:

[simon.white@plymouth.gcsx.gov.uk](mailto:simon.white@plymouth.gcsx.gov.uk).

Phone

01752 307535 Write

Plymouth Safeguarding Children Board, Floor 3, Midland House, Notte Street, Plymouth PL1  
2EJ

**Devon**

If you have an urgent safeguarding concern, contact MASH (Multi Agency Safeguarding Hub)  
on 0345 155 1071 or email [mashsecure@devon.gcsx.gov.uk](mailto:mashsecure@devon.gcsx.gov.uk)

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## Actions when there are concerns around the child

