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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).

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
Sarah Weston	Headteacher/ DSL	<a href="mailto:Sarah.Weston@five-rivers.org">Sarah.Weston@five-rivers.org</a>	07521051358
Maria Cunliffe	Deputy Headteacher/ Deputy DSL	<a href="mailto:Maria.Cunliffe@five-rivers.org">Maria.Cunliffe@five-rivers.org</a>	07519376344
Gemma Steinert	Deputy DSL	<a href="mailto:Gemma.Steinhert@five-rivers.org">Gemma.Steinhert@five-rivers.org</a>	07514992008
Theresa Pilgrim	Deputy DSL	<a href="mailto:Theresa.Pilgrim@five-rivers.org">Theresa.Pilgrim@five-rivers.org</a>	07523679012
Matthew Palmer	Executive Headteacher	<a href="mailto:Matthew.Palmer@five-rivers.org">Matthew.Palmer@five-rivers.org</a>	07920803864

**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

**Doncaster LA Safeguarding contact details:****Report a concern**

If you are worried about a vulnerable child and would like our help, please don't stay silent.

- Children's Social Care on 01302 737777
- by email at [dscp@doncaster.gov.uk](mailto:dscp@doncaster.gov.uk)
- via the webpage: [Report a Concern | Doncaster Safeguarding Children Partnership \(dscp.org.uk\)](http://Report a Concern | Doncaster Safeguarding Children Partnership (dscp.org.uk))
- or the police

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

If you would like to speak to a social worker outside of office hours, please phone the Emergency Duty Team (EDT) on **01302 796 000**. We will always deal with any calls in the strictest confidence.

**Contacts:**

**Contact:** Children and Young People's Team

**Email:** [childrenassessmentsservice@dcstrust.co.uk](mailto:childrenassessmentsservice@dcstrust.co.uk)

**Phone:** 01302 737777

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

If you would like to speak to a social worker outside of office hours, please phone:

- Emergency Duty Team (EDT) on 01302 796 000
- Early Help Advice Hub 01302 734110

**A child discloses or you have concerns about a child**

If a child discloses:

- Listen
- Reassure
- Do not promise confidentiality
- Record only facts

Report to the DSL as soon as you can.

Record on a cause for concern/disclosure form and send to the DSL's.

If a child is at risk of significant harm, or is historical, then DSL's will immediately phone Children's Social Care and the police if necessary. This will be followed up by an Early Help Assessment.

If you do not feel the child is at risk of significant harm, or is historical, then the DSL's will notify parents/carers if appropriate. Social Workers will also be informed if they are involved.

All to continue to monitor and report any further concerns.

If concerns escalate or do not improve, DSL's will complete a referral to Children's Social Care, and an Early Help assessment will be completed.

#### Local Social Services:

##### Doncaster Social Services:

Tel: 01302 737777

Email: [About Us | Doncaster Safeguarding Children Partnership \(dscp.org.uk\)](#)

Duty children's social worker emergency contact: 01302 796000

##### Rotherham Social Services:

Rotherham Safeguarding Children Partnership

Address- Riverside house, Main Street Rotherham S60 1AE

Tel: [01709 254924](tel:01709254924)

Multi Agency Safeguarding Hub (MASH) Tel: [01709 336080](tel:01709336080)

Email: [CYPs-SafeguardingBoard@rotherham.gov.uk](mailto:CYPs-SafeguardingBoard@rotherham.gov.uk)

Duty children's social worker emergency contact: **[01709 336080](tel:01709336080)**

##### Sheffield Social Services:

Address- 42 Spital Hill, Sheffield S4 7LG

Tel: [0114 203 9591](tel:01142039591)

Email: [Safeguarding Sheffield Children - sscb](#)

Duty children's social worker emergency contact: 0114 2734855

**North Lincs Social Services:**

Address- Church Square house 30-40 High Street, Scunthorpe DN15 6NL

Tel: [01724 296500](tel:01724296500)

Email: [North Lincolnshire Council | Keeping children safe in North Lincolnshire -North Lincolnshire Council \(northlincs.gov.uk\)](mailto:North.Lincolnshire.Council@northlincs.gov.uk)

Duty children's social worker emergency contact: [01724 296555](tel:01724296555)

**Contact details for the Local Authorities covered above:**

<b>SHEFFIELD</b>	<b>OFFICE HOURS</b>	<b>OUT OF OFFICE HOURS</b>
Safeguarding Advisory Line	0114 2053535	
Children's Access and Assessment Team		24hr No 0114 2734855
North East Meade House	0114 2039591	
South East Darnall	0114 2037463	
West & South West Redvers House	0114 2734491	
Sheffield Domestic Abuse Partnership	0808 808 2241	
Sheffield Safeguarding Children Board	0114 2735495	
Local Area Designated Officer (LADO)	0114 2735819	
<b>DONCASTER</b>		
Children's Out of Hours Emergency Duty Team		01302 796000
Doncaster Women's Aid	01302 326411	
Doncaster Safeguarding Children Partnership	01302 737621	
Local Area Designated Officer (LADO)	01302 737332	
<b>BARNSELY</b>		
Central Safeguarding Team	01226 775832	
Children's Access & Assessment Team	01226 438831	
<ul style="list-style-type: none"> <li>• East</li> <li>• West</li> <li>• Emergency Duty Team</li> </ul>		08449841800

Domestic Abuse in Community Services	01226 787899	
Barnsley Safeguarding Children Board	01226 775859	
Local Area Designated Officer (LADO)/Safeguarding Unit	01226 772400	Or 01226 773892
<b>ROTHERHAM</b>		
Children's Contact & Referral Team	01709 823987	
Emergency Children's Access Team		01709 336080
Rotherham Safeguarding Children Board	01709 382121	
Local Area Designated Officer (LADO)/Safeguarding Unit		
<b>EAST RIDING &amp; GOOLE</b>		
Early Help & Safeguarding Hub	01482 395500	01377 241273
<a href="http://www2.eastriding.gov.uk/living/children-and-families/childrens-social-care/support-for-families/">http://www2.eastriding.gov.uk/living/children-and-families/childrens-social-care/support-for-families/</a>		

### Actions when there are concerns around the child

