

Education Safeguarding P&P Appendix Contact Details and Reporting concerns

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 levelof 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 Director 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, Director 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 Jarvis	Headteacher DSL	Matthew.Jarvis@five-rivers.org	07519373754
Joshua Gould	Deputy DSL	Joshua.Gould@five-rivers.org	07736041490
Matthew Palmer	Executive Headteacher	matthew.palmer@five-rivers.org	07920803864
Gareth Hamer	Registered Manager	Gareth.Hamer@five-rivers.org	0113 276 1711



Education Safeguarding P&P Appendix Contact Details and Reporting concerns

		Contact Details and Reporting Concerns	
Kirsty Fletcher	National Safeguarding Lead	Kirsty.Fletcher@five-rivers.org	07818098531
Chris Sweeney	Head of Education	chris.sweeney@five-rivers.org	07547415304
James Hall	Director of Education	James.Hall@five-rivers.org	07935066031
Shellie Barcroft	Education Advisor to the Board	Shellie.Barcroft@five-rivers.org	07718571525
Nicci Willock	CEO	Nicci.Willock@five-rivers.org	01722 435763

Contact Local Authority Designated Officer (direct line) 0113 378 9687 LADO@leeds.gov.uk

To consult **MASH** – 0113 222 4403



Education Safeguarding P&P Appendix Contact Details and Reporting concerns

Actions when there are concerns around the child School/college action Staff have concerns about child and take immediate action. Staff follow their child protection policy and speak to designated safeguarding lead¹ Other agency action Designated safeguarding lead or Referral not required, school/college takes Referral³ made if relevant action, possibly including concerns escalate staff make referral³ to children's social pastoral support and/or early help² and monitors locally care (and call police if appropriate) Within 1 working day, social worker makes decision about the type of response that is required Section 174 Child in need Section 474 No formal enquiries appropriate: of immediate enquiries assessment appropriate: referrer required: referrer informed protection: referrer referrer informed informed informed Identify child in need⁴ and identify School/college ldentify child at risk of Appropriate considers pastoral support and/or early emergency action taken by social worker, police or NSPCC⁵ significant harm⁴: possible child protection appropriate help assessment² accessing universal services and other support support plan Staff should do everything they can to support social workers. At all stages, staff should keep the child's circumstances under review (involving the designated safeguarding lead (or deputies) as required), and re-refer if appropriate, to ensure the child's circumstances improve – the child's best interests must always come first School/college action Staff have concerns about child and take immediate action. Staff follow their child protection policy and speak to designated safeguarding lead Other agency action Referral not required, Referral³ Designated school/college takes relevant action, made if safeguarding lead or staff make referral concerns escalate possibly including pastoral support and/or early help² and to children's social care (and call police if appropriate) monitors locally Within 1 working day, social worker makes decision about the type of response that is required Section 174 Child in need Section 474 No formal of immediate enquiries enquiries assessment required: referrer appropriate: protection: appropriate: referrer referrer informed informed School/college considers pastoral ldentify child at risk of significant Identify child Appropriate emergency action taken in need4 and support and/or early identify help assessment² accessing universal by social worker, police or NSPCC⁵ appropriate harm4: possible child protection support services and other support plan Staff should do everything they can to support social workers. At all stages, staff should keep the child's circumstances under review (involving the designated safeguarding lead (or deputies) as required), and re-refer if appropriate, to ensure the child's circumstances improve – the child's best interests must always come first