



'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Safeguarding Procedure and Contacts

Sky Vale School

Policy Owner	Headteacher
Authoriser	Head of Education
Date of Last Review	21/09/2026
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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 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
Sarah Spicer	Headteacher	Sarah.Spicer@five-rivers.org	01934 310977
Alice Lunn	Deputy Headteacher/ Deputy DSL	Alice.Lunn@five-rivers.org	07545659989

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

North Somerset

Essential contact details for referrals, concerns and support | Childrens Safeguarding Board

Professional consultation line

01275 888 690

Monday to Thursday 9am to 5pm and Friday 9am to 4.30pm

Report a concern

Any initial contact made by a resident or practitioner in North Somerset will always be reviewed by the Front Door.

childrens.frontdoor@n-somerset.gov.uk

You can report a concern by contacting Care Connect. Care Connect is North Somerset's single point of access. Your contact will be recorded by Care Connect, reviewed by the Front Door, and you will receive a response within 48 hours.

Care Connect

01275 888 808

care.connect@n-somerset.gov.uk

Monday to Friday 8am to 6pm.

Out of hours calls will automatically go to an out of hours team who will redirect you to an appropriate service.

Out of hours emergency duty team

01454 615 165

Somerset

Contact Details

Website: 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
- or the police

- Emergency Duty Team (EDT) on 0300 123 2327 We will always deal with any calls in the strictest confidence.

Bristol City Council

First Response for professionals working with children

Anyone who works with children has a role in safeguarding and child protection.

You should make a referral

- to the police on 999 if you are currently witnessing a child being harmed or in a situation of immediate risk
- to First Response straight away on 0117 903 6444 if your concern relates to a disclosure of abuse requiring a same day response.
- using our form for all other reports to First Response.

Before starting the form, you should make sure that the child is living in Bristol. You can do this by [finding their local council](#).

<https://www.bristol.gov.uk/residents/social-care-and-health/children-and-families/concerns-about-a-child/first-response-for-professionals-working-with-children/make-a-referral-to-first-response>

Bath and North East Somerset (BANES)

Concerned about a child or young person

The above form replaces the old Request for Service (RFS) and C2 forms. It is for anyone who has a concern about a child or young person.

This form can also be used to inform the local authority of a Private Fostering Arrangement - [Children Act 1989: private fostering](#)

By filling in this form you'll be helping us decide what kind of support is most appropriate for the child, young person or family.

If you think a child is in immediate danger please call our Emergency Duty Team on [01454 61 51 65](#). Report all other concerns on our online form.

Contact our Disabled Children's team

If you need to talk to us about a child with disabilities or additional needs, call us on [01225 39 69 67](#), or email us at ChildCare_Duty@bathnes.gov.uk

To report a concern about a child who already has a social worker, you should contact the social worker or team involved or email: ChildCare_Duty@bathnes.gov.uk

Actions when there are concerns around the child

