



'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 Contacts Details

Willow View School

Policy Owner	Headteacher
Authoriser	Head of Education
Date of Last Review	01/09/2026
Date of Next Review	01/09/2027
Version	V2

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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 CURA 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 CURA 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
Catherine Geraghty	Deputy Headteacher/ DSL	Catherine.Geraghty@five-rivers.org	07546696212
Colin Douro	Headteacher/ Deputy DSL	Colin.Douro@five-rivers.org	07764226131
Nicola Bamford	Deputy DSL	Nicola.Bamford@five-rivers.org	07517904804
Sarah Vaughan	Deputy DSL (Willow Haven Centre)	Sarah.Vaughan@five-rivers.org	07523680329
Matthew Palmer	Executive Headteacher	Matthew.Palmer@five-rivers.org	07920803864
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

Oldham: Oldham Multi Agency Safeguarding Hub (M.A.S.H) to report your concern to: Multi Agency Safeguarding Hub on [0161 770 7777](tel:01617707777) (child.mash@oldham.gov.uk) Out of hours contact the Emergency Duty Team on 0161 770 6936

Rochdale: If you have any enquiries, please contact; [01706 927700](tel:01706927700) /rbsb.admin@rochdale.gov.uk The office is open Monday –Friday 08.45 -16.45 To report a concern, call [0300 303 0440](tel:03003030440) The office is open Monday –Friday 08.30 -16.45. Out of hours emergency call [0300 303 8875](tel:03003038875)

Manchester: Manchester Contact Centre Telephone: [0161 234 5001](tel:01612345001)

Bury Multi-Agency Safeguarding Hub (MASH) Team on [0161-253-5678](tel:01612535678) or outside of office hours the Emergency Duty Team on [0161-253-6606](tel:01612536606).

Trafford: If you are worried about the safety or wellbeing of yourself or another child or young person under the age of 18 then please phone Trafford Children's First Response on [0161 912 5125](tel:01619125125) during the day, or the Emergency Duty Team on [0161 912 2020](tel:01619122020) if it's an emergency at night or weekend.

Stockport • call [0161 217 6028](tel:01612176028) –Mon-Fri or [0161 718 2118](tel:01617182118) – evenings and weekends

Tameside: Telephone Contact Number [-0161 342 4101](tel:01613424101) Monday to Friday outside of normal hours weekends and public holidays Telephone Contact Number [-0161 342 2222](tel:01613422222)

Leeds County Council.

Name: Jo Peake Contact: 0113 3784954 / 07595 211568 Email: jo.peake@leeds.gov.uk

Name: Claire Ford Contact: 0113 3789854 Email: LADO@leeds.gov.uk

Sheffield County Council

Name: Andrew Adedoyin Contact: 0114 273 4855

Email: sheffieldsafeguardinghub@sheffield.gov.uk

Actions when there are concerns around the child

