'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

River Valley School

Policy Owner	Headteacher
Authoriser	Head of Education
Date of Last Review	01/09/2026
Date of Next Review	01/09/2027
Version	V1

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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
Karen Wilby	Assistant Headteacher, Designated Safeguarding Lead	Karen.Wilby@five-rivers.org	07917 248909
Laura Cheetham	Head of School, Deputy DSL	Laura.Cheetham@five-rivers.org	07907 864811
Matthew Palmer	Headteacher, Deputy DSL	Matthew.Palmer@five-rivers.org	07920 803864
Chris Sweeney	Head of Education	Chris.Sweeney@five-rivers.org	07935 066031
James Hall	Director of Education Services	James.Hall@five-rivers.org	07935 066031
Shellie Barcroft	Education Advisor to the Board	Shellie.Barcroft@five-rivers.org	07718 571525
Kirsty Fletcher	National Safeguarding Lead	Kirsty.Fletcher@five-rivers.org	07818 098531
Nicci Willock	CEO	Nicci.Willock@five-rivers.org	01722 435763

Authorities Contact Details

To report a concern for a child to the government in the UK, contact the NSPCC helpline at 0808 800 5000 or your local council's Children's Social Care team by finding their details on Gov.UK using a postcode: https://www.gov.uk/report-child-abuse-to-local-council

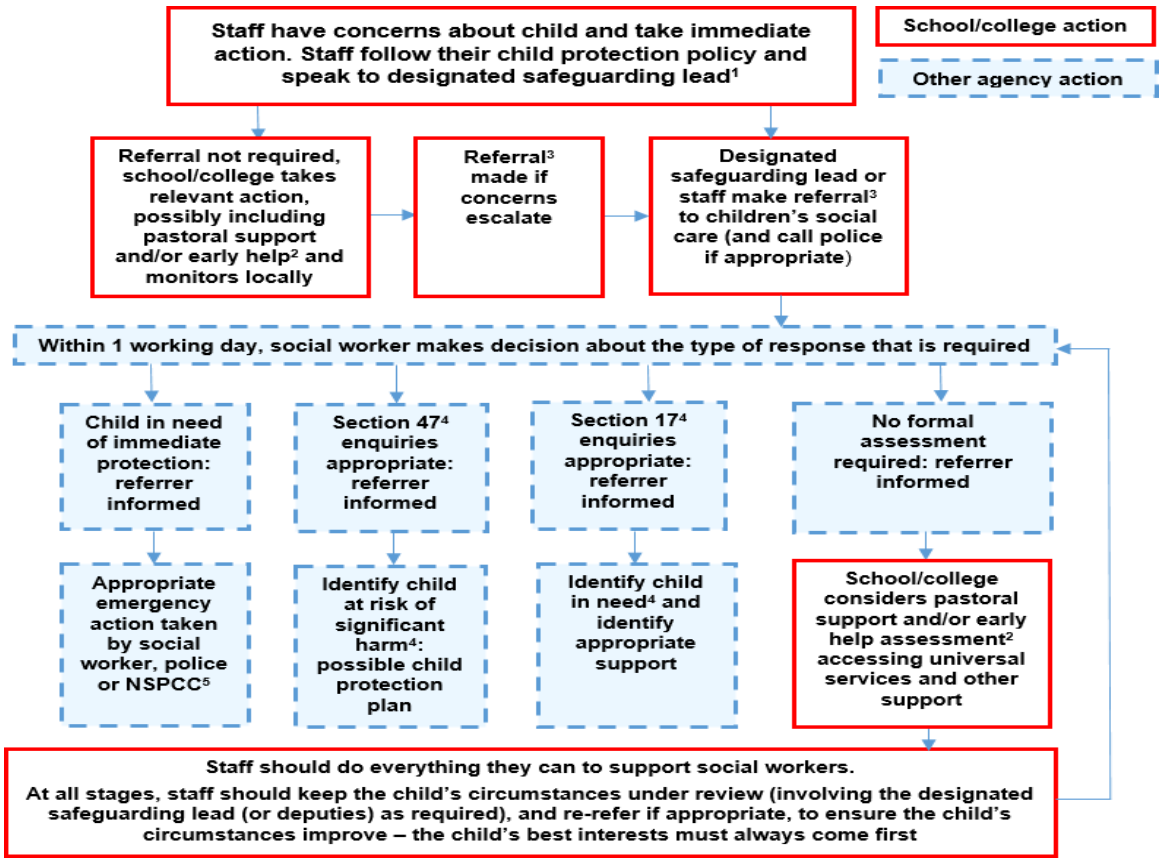
If a child is in immediate danger, call the police on 999.

For online concerns, you can also use the CEOP Safety Centre at https://www.ceop.police.uk/Safety-Centre/

The NSPCC helpline: This is a free and confidential service available for advice and to report concerns about a child's safety or abuse. Call 0808 800 5000 or help@NSPCC.org.uk.

Area	Tel	Tel out of hours	Email	Website
Rotherham	01709 254924	01709 336080	YPS-SafeguardingBoard@rotherham.gov.uk	Report a concern about a child or young person – Rotherham https://www.rotherham.gov.uk/child-protection/report-concern-child-young-person Metropolitan Borough Council
Sheffield	0114 2734855	0114 2734855	sheffieldsafeguardinghub@sheffield.gov.uk	Children's social care services | Sheffield City https://www.sheffield.gov.uk/social-care/children/childrens-social-care-servicesCouncil
Doncaster	01302 737777	01302 796000	SAH@doncaster.gov.uk	Report a Concern about a child or young person - DSCP - Working to make our children's lives safer - Doncaster Safeguarding Children Partnership http://dscp.org.uk

Actions when there are concerns around the child


Staff have concerns about child and take immediate action. Staff follow their child protection policy and speak to designated safeguarding lead[1]
School/college action
Other agency action
Referral not required, school/college takes relevant action, possibly including pastoral support and/or early help[2] and monitors locally
Referral[3] made if concerns escalate
Designated safeguarding lead or staff make referral[3] to children's social care (and call police if appropriate)
Within 1 working day, social worker makes decision about the type of response that is required
Child in need of immediate protection: referrer informed
Section 47[4] enquiries appropriate: referrer informed
Section 17[4] enquiries appropriate: referrer informed
No formal assessment required: referrer informed
Appropriate emergency action taken by social worker, police or NSPCC[5]
Identify child at risk of significant harm[4]: possible child protection plan
Identify child in need[4] and identify appropriate support
School/college considers pastoral support and/or early help assessment[2] accessing universal services and other support
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