

# Child Protection Procedures Policy



The Designated Child Protection/Safeguarding Leads are:  
Andrew Day / Ann-Marie Martin  
Deputies; Alex Foster/Lucie Allison/Sallie Greenhalgh/Sally McEwan

What do I do if I am worried that a child is being abused or neglected?

*I have concerns about a child's welfare.*  
Listen to the child; do not show signs of shock.  
Do not ask leading questions and do not promise 'not to share'.



*I will discuss the situation with the Designated Safeguarding Leads*  
Keep a dated typed log of your concerns on CPOMS



*I still have concerns.*



The Designated Safeguarding Leads or Headteacher will refer the case to the LCSS and/or to MASH depending on the concern. You can refer to Children's Social Care (contact details in the Child Protection and Safeguarding Policy 2023-24)

## **Allegations against a member of staff**

If there is an allegation against a member of staff it will initially be dealt with by the Headteacher, Mr Andrew Day, the Acting Headteacher, Alex Foster and the Chair of the Governors, Mr. Andrew Strivens. If the Headteacher or Acting Headteacher is accused then the Chair of the Governors will deal with the complaint initially and the Local Area Designated Officer (LADO) team will be contacted. Further details can be found in the Child Protection and Safeguarding Policy.

## When to be concerned

All staff and volunteers should be concerned about a child if they:

- Have an injury which is not typical of the bumps and scrapes normally associated with accidental injury.
- Regularly has unexplained injuries.
- Frequently has injuries (even when apparently reasonable explanations are given)
- Gives confused or conflicting explanations about how injuries are sustained.
- Exhibits significant changes in behaviour, performance or attitude.
- Indulges in sexual behaviour which is unusually explicit and/or inappropriate to their age/stage of development.
- Discloses an experience in which they may have been significantly harmed or neglected.
- Any other cause to believe that a child may be suffering harm or neglect

**Alert the DSLs as soon as possible, and the Class/Form teacher if appropriate.**

**Record any concerns on CPOMS under the pupil's individual name and link any other students into the report if necessary.**

**Note any injuries on the body map on CPOMS and explain where they are on the child's body in the statement box.**

**DSLs will lead on the appropriate course of action to be followed; contacting parents, the LCSS, LADO, MASH and/or Police as appropriate.**

## Contact details:

Advice can be accessed by contacting the LCSS for a "No Names" consultation on the number **0345 050 7666**

Opening Hours: 8.30 – 5pm (Mon – Thurs) 8.30am – 4pm (Fri)

If the LCSS are supporting with a family and an immediate safeguarding concern arises, you must still call the MASH immediately on **0345 050 7666**

Multi Agency Safeguarding Hub (MASH) **0345 050 7666**

**Name:** Alex Foster

**Position:** Acting Head Teacher

**Signed:** 

**Date:** November 2023

**Name:** Ann-Marie Martin

**Position:** Designated Safeguarding Lead

**Signed:** 

**Date:** November 2023

**Name:** Matthew Small

**Position:** Governor with responsibility for safeguarding

**Signed:** 

**Date:** November 2023

**Date of next review:** September 2024