

# Child Protection Procedures Policy



The Designated Child Protection/Safeguarding Leads are:  
Andrew Day / Ann-Marie Martin  
Deputy; Alex de Jong

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 Lead*  
Keep a dated typed log of your concerns on CPOMS



*I still have concerns*



The Designated Safeguarding Lead 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.

### **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, and the Chair of the Governors, Mr Mark Chambers. If the Headteacher is accused then the Chair of the Governors will deal with the complaint initially and the Local Area Designated Officer (LADO), Alison Beesley, will be contacted. Further details can be found in the 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:

<b>Name</b>	<b>Contact</b>
LCSS North	Tel: 0345 2412703
LCSS Central	Tel: 0345 2412705
LCSS South	Tel: 0345 2412608

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:** Andrew Day

**Position:** Head Teacher

**Signed:** 

**Date:** September 2020

**Name:** Ann-Marie Martin

**Position:** Designated Safeguarding Lead

**Signed:** 

**Date:** September 2020

**Name:** Annie McNeile

**Position:** Governor with responsibility for safeguarding

**Signed:** 

**Date:** November 2020

**Date of next review:** September 2021