



SAFEGUARDING GUIDE

Safeguarding children is everyone's responsibility

The Designated Safeguarding Leads in our school are:
Miss Kat Green and Miss Fiona Hickie (Headteachers)
Designated Deputy Safeguarding Leads in our school are:
Mrs Claire Edgal (Inclusion Manager)
Ms Emma Bowles (Team Leader)

Lead Governor for Child Protection – Mr Fleming-Yates
Mrs Sarah Brockhurst (Chair of Governors)

Integrated Front Door (IFD)

MASH (Multi-Agency Safeguarding Hub) and EH (Early Help)

01403 229900

Out of hours – 0330 222 6664

wschildrenservices@westsussex.gcsx.gov.uk

Single point of contact for all safeguarding concerns regarding children

Local Authority Designated Officer (LADO) 0330 222 3339

You are likely to be involved in the following ways:

- You may have a concern about a child.
- You may see an injury or mark that cannot be explained.
- You may have had a disclosure from a child.
- You may have been given information from another child or adult.
- You may have noticed a change in a child's day to day performance.

What you should do next:

- Report your concern to a Designated Safeguarding Lead (DSL) in school immediately. Do not take your concerns home to 'think about it'.
- You may be asked by the DSL, or in their absence, to call the MASH line yourself to report concerns.
- In emergency, contact the police (call 101 non-emergency, 999 in emergency – telephones in office/Head's room/Inclusion Room/meeting room. Dial 9 for outside line and # at the end of the number).
- Listen to the child or person that is giving you information, **do not** make judgements.
- Listen and clarify what has been said, **do not** ask leading questions.
- Explain to the child or adult that you may need to share this information and seek their agreement, **do not** offer confidentiality.
- Record any communication and information there and then on paper, or as soon as possible after the disclosure, (notes on plain paper are fine initially and MUST be kept/passed to DSL for evidence), and ensure that you have recorded this in detail ASAP on CPOMS (our electronic safeguarding recording system) and alert Designated Safeguarding Leads immediately. This must be done on the same day.
- Do not discuss information with others openly.
- Reassure child or adult.

Trafalgar Community Infant School, Victory Road, Horsham, West Sussex, RH12 2JF

Email office@trafalgarinfant.com

School Telephone Number 01403 254925

Please see Flowchart for Child Protection Procedures on the Reverse

Flowchart for Child Protection Procedures for Schools

DSL – Designated Safeguarding Lead
MASH – Multi Agency Safeguarding Hub
CSC – Children’s Social Care

