How to raise a safeguarding concern

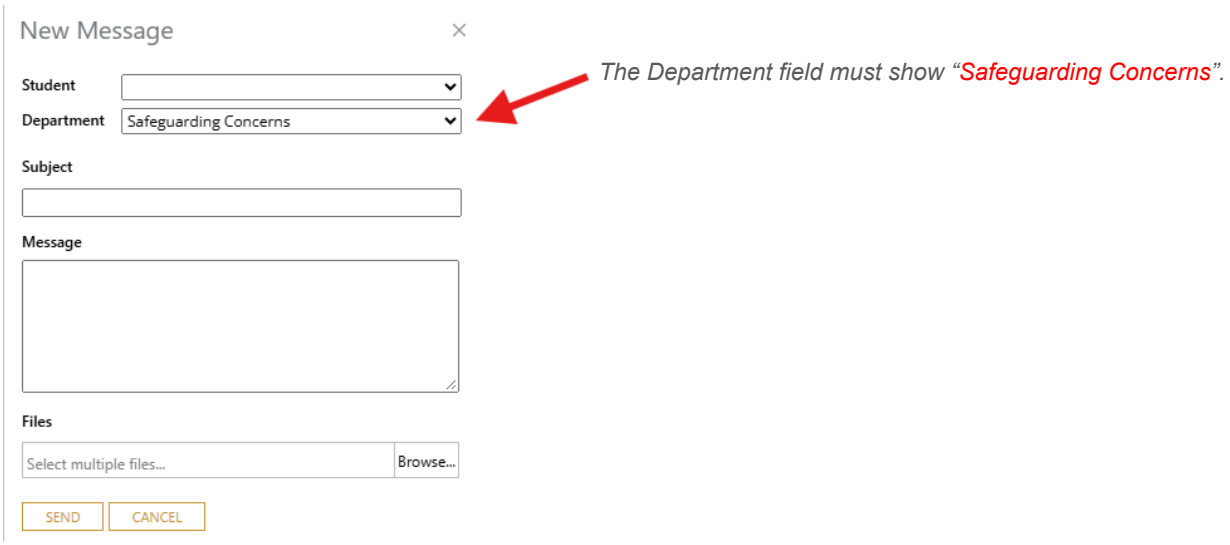
Use School Synergy to send a concern securely to the school.

If a child is in immediate danger, call 999. For other safeguarding concerns, follow the steps below.

1 Sign in to School Synergy
Sign in through the School Synergy website or open the Parent Portal app.

2 Select Contact School
From the home page, choose Contact School. This opens a new message form.

3 Choose the correct department
Select the child, then open the Department list and choose Safeguarding Concerns.



The Department field must show "Safeguarding Concerns".

4 Write and send the message
Add a clear subject and explain the concern in the Message box. Attach any relevant files if needed, then select Send.

What happens next?

The school will make sure the concern is sent to the child's Head of Year for investigation.

Please include enough detail for the school to understand and respond to the concern.