

# Safeguarding/ Child Protection

**Designated Safeguarding Lead/Designated Child Protection Officer (DCPO):**

Mr C Lakin (Assistant Headteacher)

**Deputy Designated Safeguarding Lead/Child Protection Officers (DDCPO):**

Mrs Samantha Barber.

**Link Governor:** Mrs Michelle Jones

**What should you do if a child makes a disclosure?**

- “My Concern” is an online Safeguarding platform that allows staff to inform the school’s Designated Safeguarding Lead, or the Deputy Designated Safeguarding Lead as soon as possible and record briefly in writing what you have been told on the appropriate form immediately. Disclosure reporting forms (red) available in Reprographics and all Pupil Reception or from Mr Lakin and Mrs Barber directly.
- Log on details for “My Concern” are set up to use your school e-mail address, with an option to set a unique, secure password. Please direct any ICT related issues to the ICT technicians.
- Disclosures under the 2015 Counter Terrorism Act (known as the Prevent Agenda) are treated in exactly the same way.
- Disclosures related to racist, homophobic, biphobic and transphobic bullying are recorded on My Concern in support of the 2015 Counter Terrorism Act

**When a disclosure is made, do not under any circumstance:**

- Interview the student or put words into their mouth;
- Take pictures or evidence (including evidence from electronic media);
- Promise confidentiality;
- Discuss the matter with anyone else (staff or students);
- Speak to the student or about the student in front of other people, especially other students.

DSL or DDSL will contact: the pupil, the Form Tutor and / or Head of Year as relevant and the member of staff to whom the disclosure was made.

DSL or DDSL will decide whether to refer the issue to the First Response Team or to make a referral to the local Support Team. This will be done by telephone and then followed with the official paperwork within 24 hours, so the original information must be put in writing to inform this paperwork and for official records. Parents will be kept informed of all decisions unless there is a risk of further harming the child.

If you suspect a colleague of a child protection issue you must inform the DSL or The Headteacher. You must not tell a colleague or anyone else. The DSL or Headteacher will take

the necessary action in matters involving members of staff. You have a duty to report all issues, no matter how apparently inconsequential.

***Please refer to the Whistleblowing Policy available on the VLE via the following link:***

<https://wolstantonh.sharepoint.com/sites/staffdocs/Shared%20Documents/All%20Staff/Staff%20Handbook/WhistleblowingPolicy.pdf>

<https://wolstantonh.sharepoint.com/sites/staffdocs/Shared%20Documents/All%20Staff/Staff%20Handbook/WhistleblowingLeaflet.pdf>

<https://wolstantonh.sharepoint.com/sites/staffdocs/Shared%20Documents/All%20Staff/Staff%20Handbook/WhistleblowingContactOfficers.pdf>