



How to report your safeguarding concerns about ...

A child/young person:

Report it to the designated safeguarding lead (DSL) and Safeguarding Team by:

- Logging them on CPOMs as soon as possible

If you believe a child/young person is suffering or likely to suffer from **harm, or is in immediate danger**:

- **Verbally** alert the Safeguarding Team as soon as possible
- Log your concerns on CPOMs as soon as possible
- If the child/young person is in immediate danger and the DSL or Safeguarding Team isn't available:
 - Referral to LA Children's Social Care or Adult's Social Care (01925 443322) or if out of hours (01925 444400)
 - Call the police if appropriate: 101
 - If you believe the child is at immediate risk of harm, call 999

If you suspect a student is at risk of **FGM** or suspect that FGM has been carried out, or discover that a student aged 18 or over appears to have been a victim of FGM, you should:

- Log your concerns on CPOMs as soon as possible
- Liaise with the DSL or Safeguarding Team as this must be reported to the police.

If you have concerns about **extremism**:

- Log your concerns on CPOMs as soon as possible
- The DSL or member of the Safeguarding Team will make contact with the PREVENT Officer and Channel Officer.
- In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321

If you have a **mental health** concern:

- Log your concerns on CPOMs as soon as possible
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How to respond to ...

A disclosure:

- Listen to and believe the student. Allow them time to talk freely and do not ask leading questions
- Stay calm and do not show that you are shocked or upset
- Tell the young person they have done the right thing in telling you. Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
- Write up your conversation as soon as possible in the young person's own words and record on CPOMS. Stick to the facts, and do not put your own judgement on it
- Notify the DSL or member of the Safeguarding Team

An incident of child-on-child abuse, sexual violence or sexual harassment:

- Follow the guidance above around responding to a disclosure
- If a victim reports an incident, it is essential that staff make sure they are reassured that they are being taken seriously and that they will be supported and kept safe
- A victim should never be given the impression that they are creating a problem by reporting form of abuse or neglect. Nor should a victim ever be made to feel ashamed for making a report
- Reassure victims that the law on child-on-child abuse is there to protect them, not criminalise them
- Write up your conversation as soon as possible in the child's own words and record on CPOMS. Stick to the facts, and do not put your own judgement on it
- Notify the DSL or member of the Safeguarding Team
- Do not investigate the allegation yourself

An incident involving the consensual or non-consensual sharing of nude or semi-nude images/videos:

You must **not**:

- View, copy, print, share, store or save the imagery yourself, or ask a student to share or download it (if you have already viewed the imagery by accident, you must report this to the DSL or Safeguarding Team)
 - Delete the imagery or ask the student to delete it
 - Ask the student(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL's responsibility)
 - Share information about the incident with other members of staff, the student(s) it involves or their, or other, parents and/or carers
 - Say or do anything to blame or shame any young people involved
 - You should explain that you need to report the incident and reassure the student(s) that they will receive support and help from the DSL or Safeguarding Team
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How to report your safeguarding concerns about ...

A member of staff, contractor or volunteer

If it meets the 'harm' threshold:

- Report concerns about a member of staff, contractor or volunteer to the headteacher by verbally reporting the concern and/or putting the concern in writing
- Report concerns about the headteacher to the chair of governors,
 - Alan Lee (GLS) alan.lee@greenlaneschool.co.uk
 - Trish Chapman (FW) trish.chapman@ntlworld.com

If there's a conflict of interest in reporting to the headteacher, go to the local authority designated officer (LADO). You can contact them by phone on 01925 442079 or email LADO@warrington.gov.uk

If it's a 'low-level' concern:

- Report concerns about a member of staff, contractor or volunteer to the DSL or a member of the Safeguarding Team by verbally reporting the concern and/or putting the concern in writing

Our safeguarding practice

Speak to the by DSL or a member of the Safeguarding Team. If you feel you can't raise it in school or it isn't being addressed, you can use the NSPCC's whistle-blowing helpline on:

- 0800 028 0285 (8am to 8pm, Monday to Friday)
 - help@nspcc.org.uk
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