

How do I report a Child Protection concern?

If you are concerned about something a child has said, something you have heard or seen:



Mrs Mitchell
(DCPO)



Miss Daley



Ms Porter



Miss Mackenzie



Mr Sarkis

YOU NEED TO

KNOW that Mrs Mitchell (Assistant Head Teacher) is the Designated Child Protection Officer. If you have any concerns you must report them to her in the first instance

KNOW if she is unavailable then report your concerns to another member of the safeguarding team: *Miss Daley (Headteacher), *Ms Porter (Consultant Lead), *Miss Mackenzie (Assistant Headteacher or *Mr Sarkis (Assistant Head)

Make clear observations.
Listen to the child without using leading questions
Record what has been said verbatim. **Do not promise confidentiality**

Use the **green Safeguarding Issue Logs** on the wall in the staffroom and in the Red Safeguarding Folders to record your concerns

Make sure you personally give your form to Mrs Mitchell or a member of the safeguarding team **on the day**. **Do not leave it on a desk or in a pigeon hole.**

REMEMBER

If you have any concerns about the conduct of any adult in the school your duty of care is to the child. Please fill an SIL and follow the same procedure.

In addition, please also remember that you can discuss any concerns you may have regarding any child with our Welfare & Family Liaison Officer, Mrs Kaye Bougouizi who knows our families well and may be able to provide you with additional relevant information.