

## SAFEGUARDING

It is everybody's duty and responsibility to report any concerns that affect the safeguarding of adults and children at our school.

**What to do if you have concerns about an adult working with children or if a child causes you concern for their safety either by something they disclose to you or by their actions.**

If an allegation or concern is raised with you, you will:

- Treat the matter seriously;
- Keep an open mind and avoid asking leading questions;
- Make a written record on a green 'Cause for Concern' form using the child/adults own words, make clear what is being alleged and, where possible, establish times, dates and who else may have been present and pass the information to a designated safeguarding lead.

**REPORT THE CONCERN TO ONE OF OUR SENIOR DESIGNATED LEADERS:**



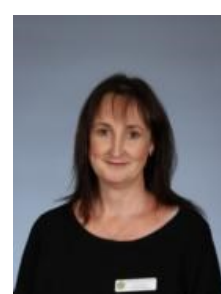
**Mrs O'Connor**



**Mrs Appleby**



**Mrs Smith**



**Mrs Bunker**

### Information Sharing

Information about an allegation must be restricted to those who have a need to know in order to:

- Protect children;
- Facilitate enquiries;
- Avoid victimisation;
- Safeguard the rights of the person about whom the allegation has been made and others who may be affected;
- Manage disciplinary/complaints aspects.

Parents/carers of a child/ren involved should be informed of the allegation as soon as possible by the DSL, providing provision of information and advice at that stage does not impede the enquiry, disciplinary or investigative processes.

### Other useful numbers:

Multi Agency Safeguarding Hub: Tel 0300 126 3000 (For Safeguarding and Child Protection Concerns)

Referrals should be sent to [https://northamptonshire-self.achieveservice.com/en/service/Make\\_a\\_children\\_s\\_referral\\_to\\_Northamptonshire\\_s\\_MASH](https://northamptonshire-self.achieveservice.com/en/service/Make_a_children_s_referral_to_Northamptonshire_s_MASH)

Out of Hours Team: Tel: 01604 626938 (For child protection concerns outside of normal office hours)

Multi Agency Safeguarding Team Tel: 101 and follow directions, or Email [MASH@nctrust.co.uk](mailto:MASH@nctrust.co.uk)

Chair of Governors Mr Richard Scarfe email [r.scarfe@alts.northants.sch.uk](mailto:r.scarfe@alts.northants.sch.uk)

Local Designated Officers (LDO) Sheila Kempster Tel: 07831123193 or email [LADOConsultation@nctrust.co.uk](mailto:LADOConsultation@nctrust.co.uk)