

#### TRAFALGAR COMMUNITY INFANT SCHOOL



## **SAFEGUARDING GUIDE**

# Safeguarding children is everyone's responsibility

The Designated Safeguarding Lead in our school is:

Miss Fiona Hickie (Headteacher)

Designated Deputy Safeguarding Lead in our school is:

Mrs Lizzie Cotton (Deputy Head)

Lead Governor for Safeguarding & Child Protection – **Mr Richard King**Chair of Governors: **Mrs Sam Picknell** 

## **West Sussex Multi Agency Integrated Front Door (IFD)**

(Formally known as MASH)

01403 229900

Out of hours - 0330 222 6664

wschildrenservices@westsussex.gcsx.gov.uk

Single point of contact for all safeguarding concerns regarding children Local Authority Designated Officer (LADO) 0330 222 3339

### You are likely to be involved in the following ways:

- You may have a concern about a child (in or out of school)
- You may see an injury or mark that cannot be explained.
- You may have had a disclosure from a child.
- You may have been given information from another child or adult.
- You may have noticed a change in a child's day to day behaviour.

#### What you should do next:

- Report your concern to a Designated Safeguarding Lead (DSL) in school immediately. Do not take your concerns home to 'think about it'.
- You may be asked by the DSL, or in their absence, to call the Integrated Front Door (IFD) line yourself to report concerns.
- In an emergency, contact the police (call 101 non-emergency, 999 in emergency telephones in office/Head's room/Inclusion Room/meeting room. Dial 9 for outside line and # at the end of the number).
- Listen to the child or person that is giving you information, **do not** make judgements.
- Listen and clarify what has been said, **do not** ask leading questions.
- Explain to the child or adult that you may need to share this information and seek their agreement, **do not** offer confidentiality.
- Record any communication and information there and then on paper, or as soon as possible after the
  disclosure. Date and sign communication and pass it on to the DSL immediately to record on CPOMs (our
  electronic safeguarding recording system) and to follow up. This must be done on the same day. If you are
  trained and have access to CPOMs you can record it directly and alert the DSL.
- Do not discuss information with others openly, either at home or school.
- Reassure the child or adult and let them know the next step (e.g. that you have alerted the DSL).

Trafalgar Community Infant School, Victory Road, Horsham, West Sussex, RH12 2JF

Last updated: September 2025

### Please see Flowchart for Child Protection Procedures on the Reverse

From: Children Protection and Safeguarding Policy 2025 p12

DSL - Designated Safeguarding Lead MASH - Multi Agency Safeguarding Hub Child IFD - Integrated Front Door CP - Child protection LLC - Low Level Concern Consistent Physical injury, Disclosure or Allegation against explanation or neglect or adult who works allegation of minor accident emotional abuse sexual abuse with children S T Serious incident or Give reassurance, avoid leading Keep accurate records questions and do not promise and any original notes recurrent episodes or confidentiality inconsistent explanations F F Record the date, time, observations, what was said and who was present. Use a skin map to record visible injuries. NB. This is recorded by the first person the child speaks to as soon as possible after the event and within 24 hours after the event Refer to the DSL as Inform the headteacher, unless If the DSL is not In an emergency allegation is against the soon as practical on call for medical available, contact the the same day as the headteacher, when the Chair of assistance Deputy DSL...name Governors (CoG) is informed. concern is raised. or refer directly to IFD The DSL will make a judgement about the situation and either: All allegations go to the LADO via the portal Online Portal If the CoG is not available, for D headteacher allegations, the LADO should be informed Work with the Make a referral to children's social care using Monitor the directly the same day. If LLC, situation the inter-agency referral form. If the child is at family school procedures to be through the risk of harm, DSL will also call01403 229900. followed early help In cases of immediate danger, the police will be called. process IFD will refer to MASH if DSL to inform those that need to know in the school, including it is felt to be CP. MASH will make the judgement Prepare a confidential file and keep accurate records Receive feedback from MASH and work with the social worker if and communicate with the school the case is allocated for assessment.

Annex 1 - Flowchart for child protection procedures

Last updated: September 2025

<sup>\*</sup> In the cases of known FGM, the teacher who was made aware will also contact the police