



SAFEGUARDING GUIDE

Safeguarding children is everyone's responsibility

The Designated Safeguarding Lead in our school is:

Miss Kat Green (Headteacher) (Mrs Rachel Amos (Deputy Headteacher) in her absence)

Designated Deputy Safeguarding Leads in our school are:

Mrs Rachel Amos (Deputy Headteacher)

Mrs Claire Edgal (Inclusion Manager)

Ms Emma Bowles (Team Leader)

Lead Governor for Child Protection - Mrs Hilary Sanders

Mr Ken Vose (Chair of Governors)

MASH (Multi-Agency Safeguarding Hub)

01403 229900

Out of hours – 0330 222 6664

MASH@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.
- 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 performance.

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 MASH line yourself to report concerns.
- In 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 on the agreed 'Recording Form' and 'Skin Map' (paper copies in Medical Room) and pass to a Designated Safeguarding Lead.
- Do not discuss information with others openly.
- Reassure child or adult.

Trafalgar Community Infant School
Victory Road, Horsham, West Sussex, RH12 2JF
Email office@trafalgarinfant.com

School Telephone Number 01403 254925

Please see Flowchart for Child Protection Procedures on the Reverse

Flowchart for Child Protection Procedures for Schools

DSL – Designated Safeguarding Lead
MASH – Multi Agency Safeguarding Hub
CSC – Children’s Social Care

