



## SAFEGUARDING GUIDE

### *Safeguarding children is everyone's responsibility*

The Designated Safeguarding Lead in our school is:

**Miss Fiona Hickie (Headteacher)**

Designated Deputy Safeguarding Leads in our school are:

**Mrs Claire Edgal (Inclusion Manager), Mrs Lizzie Cotton (Deputy Head)**

Lead Governor for Child Protection – Mr Richard King

Mrs Sarah Brockhurst (Chair of Governors)

### **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](mailto:wscildrenservices@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.

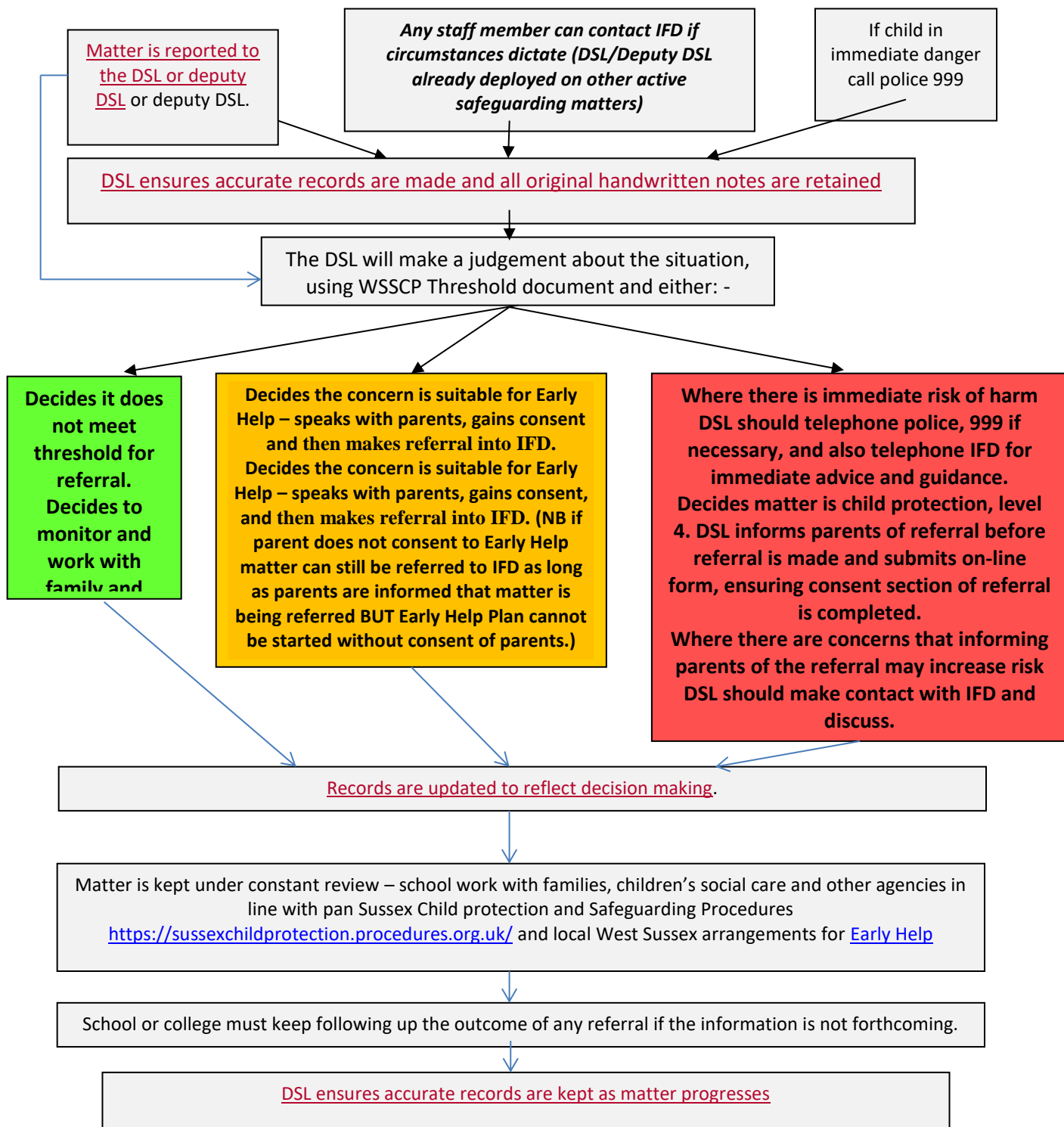
What you should do next:

- 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

Email: [office@trafalgarinfant.com](mailto:office@trafalgarinfant.com), Telephone Number: 01403 254925

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



From: West Sussex Model Safeguarding Policy, 2024-25 p55