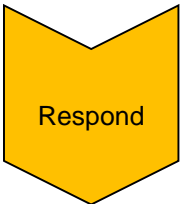




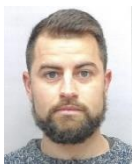
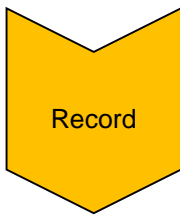



Procedures for reporting Child Protection or Child Welfare Concerns:

Staff Safeguarding Procedures		
 <p>Respond</p>	<p>Do not agree to keep a secret for the student: let them know you will need to pass the information on and who that will be. Only ask the necessary questions. Record WHO was it WHAT was it WHEN was it and WHERE was it!</p> <p>Reassure the student.</p>	
 <p>Assist</p>	<p>Seek medical attention if needed – call 999 for an ambulance – Give school address – wait for their arrival Safeguard the student/staff member – ensure the student is moved to a safe environment and that in the event of an allegation against a member of staff, the staff member is withdrawn from contact with children until investigation carried out.</p> <p>ENSURE THE STUDENT/STAFF MEMBER IS SUPPORTED Ensure that no one else gets involved and reassure everyone you are dealing with the situation.</p>	
 <p>Report</p>	<p>DSL</p> <p>Lukasz Miecznikowski</p>  <p>TEL: 07592504811</p>	<p>DDSL</p> <p>Richard Hibbert / Lewis Wadey</p>   <p>TEL: 07748653742 TEL: 07876823910 01626782038</p>
	<p>REPORT WITHIN OR NEAR TO 1 HOUR</p> <p>To the DSL – Lukasz Miecznikowski</p> <p>In the absence of DSL – call DDSL Richard Hibbert or Lewis Wadey TEL: 01626782038 – Await instructions.</p> <p>Staff involved may be asked to leave their shift in order to protect them and others.</p>	
 <p>Record</p>	<p>In the student's OWN words (if possible), complete a safeguarding incident/concern form (APPENDIX H) write exactly what they say (even words that may offend); do not ask any leading questions such as 'did they hurt you'? DSL/DDSL may ask for further information to be completed on a Further Details Concern Form.</p>	
 <p>Preserve</p>	<p>Do not let anyone into the area the abuse took place and do not tamper with any forensic evidence. DO NOT CONFRONT THE ALLEGED ABUSER or ask any bystanders about the incident</p>	