

Child Protection Procedures

If you suspect that a child/young person is being abused:

*Immediately tell the **Designated Lead Person for child protection.***

Record the known facts and give them to the above person using Pupil concern log sheet. A new sheet must be used for each new incident.

If a child or young person tells you he/she is being abused:

1. Allow him/her to speak without interruption, accepting what is said;
2. Advise him/her that you will offer support, but that you **MUST** pass information on to the Designated Senior Person for child protection
3. Immediately tell the Designated Lead Person for child protection.
4. Record the facts as you know them, including the account given to you by the young person and
give a copy to the Designated Senior Person for child protection.

If you receive an allegation about any adult or about yourself:

1. Immediately tell the Headteacher (or DLP for child protection or Chair of Governors where the Headteacher is implicated).
2. Record the facts as you know them and give a copy to the Headteacher (or DLP
Person for child protection or Chair of Governors where the Headteacher is implicated).

DESIGNATED Lead PERSON :- Jenny Kelly

Deputy Designated Person:- Darren Amesbury

CHILD PROTECTION GOVERNOR:- Ken Ashberry

SAFEGUARDING GOVERNOR:- Ken Ashberry

SAFEGUARDING OFFICER:- Jenny Kelly

SENCO – Katie Hansen

DEPUTY DESIGNATED PERSON WITH FULL TRAINING:- Darren Amesbury

MSCB Safeguarding documents – Head teacher's office/MSCB website

To be Reviewed Autumn 2017