

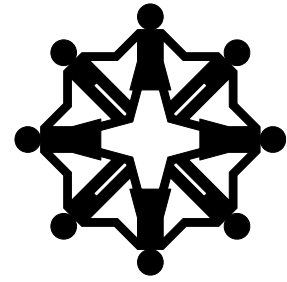
All Saints C of E Primary School

Upper Beulah Hill, Upper Norwood, London SE19 3LG

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Email: admin@allsaintsschool.croydon.sch.uk

Head teacher: Mrs Josephine Copeland MA



All believing, All achieving

Safeguarding Procedures

Designated Safeguarding Lead (DSL): Josephine Copeland

Deputy DSL: Diane George, CLA: Diane George

Designated Governor: Fr Antonio Garcia Fuerte

- If there are any concerns about a child, including absence, then always report and discuss with DSLs. Follow up a verbal report with a written referral form as soon as possible on the same day on CPOMs.
- If a child makes a disclosure ensure you have another adult present (however, this may not always be possible at the time). Do not use any leading questions, at this point you are a listening ear. You will need to reassure the child for their safety you need to inform the DSL as this is your duty to get them support. Record the disclosure on CPOMs.
- The DSL will then decide whether to report these concerns to Croydon SPOC team and or seek advice from the SPOC consultations line first. A CAF form will then have to be completed and sent to the appropriate agency. You will be fully informed of how far the procedure has got. However, we are not always informed immediately by the agency until they decide what action to take. Whatever is decided, either that it is not a matter for the SPOC Team that it will be referred to another agency- Early Help. After seeking advice from Croydon SPOC consultation Line, the DSL to contact and inform the parent(s).
- Parent(s) will be notified. It also states in the school Safeguarding Policy, that if the school has any child protection worries it is our duty by law to report them, however this is not an accusation against the parent(s).
- If you have knowledge that the parent(s) could be violent or abusive, please advise the DSL so that necessary precautions can be taken. If there are serious concerns, the Police may be called.
- The SPOC Team may need the child to have a medical/ be interviewed; normally the DSL or a social worker would speak with the child and explain what is happening. It is important that the child is fully informed and reassured as much as possible during this time and not left alone.
- The following numbers can be used where there are issues regarding the school's overall procedures around safeguarding:
 - Croydon Council's confidential whistle blowing email address – schoolwhistle@croydon.gov.uk
 - the Ofsted whistle-blowing line on **0300 123 3155**
 - the NSPCC whistleblowing advice line on **0800 028 0285** is open from 8 am – 8pm Monday –Friday or email help@nspcc.org.uk
- Refer to the **Safeguarding Policy** for further details when making a referral.
- Ensure you have read and understood other relevant school policies: **Behaviour, Whistleblowing, Internet Use and Staff Code of Conduct Policy**