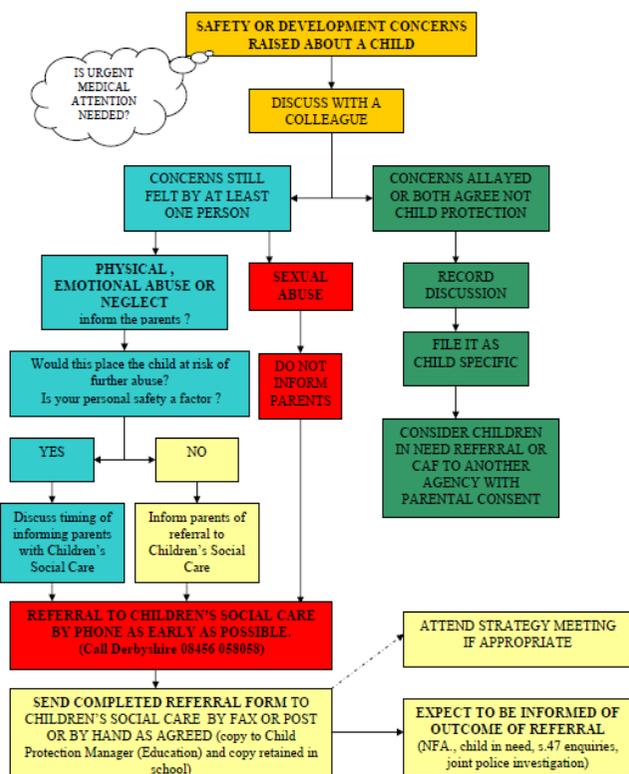


Referral flow chart

If you are unsure what to do then the flowchart should guide you through.
If in doubt speak to somebody or make a call.

Nobody has ever been criticised for raising a concern or giving too much information.



Useful numbers/ contacts

Call Derbyshire
08456 058058

Derbyshire Safeguarding
Children Board
01629 532169

Derbyshire Police
0345 1233333

Derbyshire Health
01246 515700
01332 888080

Derbyshire Safeguarding
Children Board
PO Box 5505
Matlock
Derbyshire
DE4 3WW



**Dallimore
Primary
School**

Tel: 0115 9320741



**Essential Information
for supply staff/
visitors**

This leaflet is designed to give you a brief summary of child protection procedures in place throughout school.

Full details of policy and procedure are set out in the Child Protection Policy. A copy of this is available in the main reception area and in both staff rooms.

Designated Child Protection Officers

At Dallimore Primary School the Designated Child Protection Officers are:

Mrs Rachel Crowther
Headteacher

Mrs Katie Smith
Deputy Headteacher and
Lower school manager

Mrs K Clemens
SENCO

In addition, all members of staff have up to date child protection training and will be able to advise you if you have any worries about a child.

Our statutory duty

Safeguarding is everyone's responsibility

There is a child protection section on the staff board located in the staff room. Here you will find a copy of the Child Protection Policy (this is reviewed annually), forms for raising concerns about any child in school and a flow chart explaining procedures in line with the Derbyshire Safeguarding Children's Board. Concern forms and a flowchart are also located in the planning room.

All staff are given a copy of the Child Protection Policy and have access to other policies in respect of safeguarding. These are located in the office in the 'Safeguarding' file.

A training spread sheet is maintained in this file to ensure that all staff have up to date child protection training. All staff and most governors in school have undertaken child protection training.

What to do if you are worried about a child

It is possible that you may have a concern about the well being/ safety of a child or a child may disclose something that may cause you to be concerned or worried.

The following are guidelines:

- Be a good listener and don't appear shocked
- Don't promise unconditional confidentiality
- Take what the child says seriously
- Let them finish
- Ask non-leading questions to clarify, but not investigate
- Tell them they have done the right thing in telling you and don't allocate blame
- Tell them what will happen next (in an age appropriate way)
- Make a note of the conversation as soon as possible, using their own words
- Pass this information on to the designated child protection officer (or deputy). This could be in your note form or written onto a concern form which is in the staffroom.