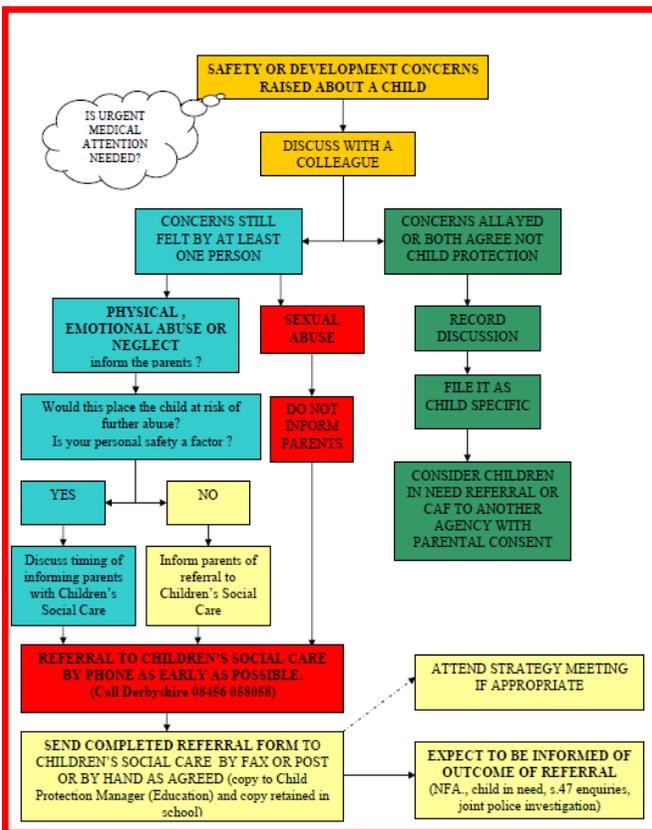


Referral flow chart

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

Starting Point
01629 533190

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



Useful numbers/ contacts

Starting Point
01629 533190

Derbyshire Safeguarding Children Board

01629 535716

derbyshire.scb@derbyshire.gcsx.gov.uk

Derbyshire Police
0345 1233333
101

Derbyshire Health
01246 515700
01332 888080

Designated Officer for the Local Authority (allegations against professionals)
01629 535353

Child Protection Manager for Education
01629 535353

Prevent

seamus.carroll@derbyshire.gov.uk

01629 538494 or 07771 980107



Dallimore Primary and Nursery 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 Safeguarding Policy. A copy of this is available in the main reception area and in both staff rooms.

Designated Child Protection Officers

At Dallimore Primary and Nursery School the Designated Child Protection Officers are:

Mrs Rachel Crowther
Headteacher

Mrs Katie Smith
Deputy Headteacher and
KS1 manager

Mrs S Henshaw
Foundation Unit Manager

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 safeguarding section on the staff board located in the staff room. Here you will find a copy of the Safeguarding/ Child Protection Policy (this is reviewed annually), forms for raising concerns about any child 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 foundation unit staff room and main school office.

All staff are given a copy of the Safeguarding/ Child Protection Policy and have access to other policies in respect of safeguarding. These are located in the office in the 'Safeguarding' file and available on the school website within the staff policy section (this area is password protected).

Staff in school use 'My Concern' to both raise concerns and record actions and outcomes. We ask all visitors to use the concern forms and **discuss concerns with staff.**

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.