




What to do if you are concerned about a child

A Step by Step Guide

1. If you or a child is in immediate danger, always ring 999 and in exceptional circumstances you may refer directly to children's social care by telephoning the Single Point Access: 020 8547 5008.
2. If you have concerns about a child, speak to the Designated Safeguard Lead (DSL) without delay as follows:

ELIZABETH BACHOUR	DSL		
JESSICA MORRISON	Deputy DSL		
HELEN MUNRO	Deputy DSL		
KAREN RAYMONDE			

- 3. If your concern is in relation to the Headteacher, speak to Paul McDonald, Chair of Governors (please ask at reception for contact details).**

- 4. We may ask you to record your concerns and any action taken. These are confidential and should be handed to DSL to store securely with our Safeguarding and Child Protection Files.**

- 5. If a child in your class is on our Child Protection and Safeguarding Register, DSL will meet with you to explain the circumstances and your role.**

- 6. The DSL may decide it is necessary to refer a child to the “Single Point of Access” (SPA) if she is concerned that the child is at risk or may be at risk of “Significant Harm”. We have a safeguarding culture in school of “It could happen here”, which means that at all times the safety of the child is paramount.**

- 7. You should have signed a register to help in the school office, to certify that you have read the Safeguarding and Child Protection Policy and KCSIE Part 1 Annex A Sept 2016. It is your responsibility to ensure you have done this and to ensure any other adults, including students and volunteers, working in your classroom do the same.**