



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. If the DSL is not available, please contact the next Deputy DSL, as follows:

ELIZABETH BACHOUR	DSL	
JESSICA MORRISON	Deputy DSL	
GRACE MIZON	Deputy DSL	
CATHERINE TAYLOR	Deputy DSL	
NAOMI MULHOLLAND	Deputy DSL	

MEL HOWES	Deputy DSL	
JESSICA TOZER	Deputy DSL	

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 completed an Induction and submitted your signed Induction Checklist to the School Office, to certify that you have read the Child Protection & Safeguarding Policy 2018 and Keeping Children Safe In Education Sept 2018. 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.
8. If you're worried about a child, even if you're unsure, contact the NSPCC helpline 24/7 for help, advice and support on 0808 800 5000 or email help@nspcc.org.uk
9. If you are a child and you want to talk to someone for help, advice and support, call Childline free on 0800 1111. No problem is too big or too small.