

How to report your safeguarding concerns about ...

... A child

Report it to the designated safeguarding lead (DSL) or deputy DSL, by:

- Speaking directly to JJ / ND. If the concern is an urgent cause for concern and you feel it poses an immediate risk to the child this needs to be done immediately.
 - Record on CPoms
- Records should include:
- A clear & comprehensive summary of the concern
 - Details of how the concern was followed up and resolved
 - A note of any action taken, decisions reached & the outcome

... A member of staff

If it meets the 'harm' threshold:

- Report concerns about a member of staff or volunteer to the headteacher, JJ
- Report concerns about the headteacher to the chair of governors

If there's a conflict of interest in reporting to the headteacher, refer to the local authority designated officer (LADO) process:

[LADO flowchart - May 2021 \(derbyshire.gov.uk\)](https://www.derbyshire.gov.uk/lado-flowchart)

... Our safeguarding practice

Speak to the headteacher, JJ. If you feel you can't raise it in school or it isn't being addressed, you can use the NSPCC's whistle-blowing helpline on:

- 0800 028 0285 (8am to 8pm Monday to Friday; 9am to 6pm weekends)
- help@nspcc.org.uk

Sources

- [Keeping Children Safe in Education, GOV.UK – Department for Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)
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