

Safeguarding



Protecting those in our care from HARM

If you witness or suspect harm, or have any concern, you **MUST**:

ACT IMMEDIATELY

Consult immediately one of the following

DESIGNATED SAFEGUARDING OFFICERS



Jo Hampshire



Rachel Loftus



Michelle Hockham



Mark Oliver



Beckie Stonehouse

Maurice Jones is Lead Trustee for Safeguarding / Child Protection / PREVENT

- If none of the above people are available, ask for them to be contacted. Make it clear that it is a safeguarding issue and therefore **URGENT!**
- Do not confront or report anything to the person you suspect, this could prejudice any enquiry that might follow.
- If the person you suspect is on the above list or close to someone on the list, go straight to the Chief Executive.
- If you are not satisfied or cannot contact any of the above you must contact your local Social Care Department or the Police.
- You must do something straight away and be totally satisfied that you have been taken seriously.

Please remember, there is a legal requirement to report concerns within 24 hours

Appendix 2: Safeguarding referral process for Horizons Specialist Academy Trust

On discovery or suspicion of child abuse

If in doubt—**ACT**

If staff receive a disclosure they will:

- Listen to and take seriously any disclosure or information that a child might be at risk of harm.
- Clarify the information. Remember **TED**. **Can you tell me? Explain? Describe. Use open questions only.** Try to keep questions to a minimum. **Do not ask leading questions.**
- Try not to show signs of shock, horror or surprise.
- **Don't judge.**
- **Explain sensitively that you will have to pass the information on** to ensure their safety. Only those that 'need to know' will be told.
- **Reassure and support the person.**

Inform a member of the Safeguarding Team

If it is out of school hours and you are unable to contact a member of the Safeguarding Team, and it is clear that a Safeguarding Referral is needed, you will need to ring MAST on

0300 131 2 131

If you are asked to monitor the situation be clear about:

- What you are expected to monitor
- How and or how long
- To whom you should feedback information

- **Always report on CPOMs as soon as possible and at the latest within 24 hours of any concern and disclosure.**