

Safeguarding

The Woodlands Academy

Protecting those in our care from HARM
if you witness or suspect harm, or have any concern, you **MUST**;

ACT IMMEDIATELY

Consult immediately with one of the following
DESIGNATED SAFEGUARDING LEADS

Or your line manager or senior manager on call.



Michelle
Hockham



Rachel
Loftus



Rebecca Fox



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 the Children's Hub 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 crimes within 24

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 your designated person for Safeguarding

• **The Woodlands Academy:**
Michelle Hockham / Rachel Loftus / Rebecca Fox /
Beckie Stonehouse

If he/she is unavailable, contact a member of the school leadership team who then should take the following steps.

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 Tel: 0300 131 2131**

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