# Safeguarding
## The Meadows 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

Mr McGarry          Miss Winter          Miss Roy

### Or your line manager or senior manager on call.

**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 concerns within 24 hours**

On discovery or suspicion of child abuse

If in doubt—**ACT**

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Inform your designated person for Safeguarding

- **The Meadows Academy: Mr. McGarry / Miss Winter / Miss Roy**

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

(where the concern arises in extended school activities and it is not therefore possible to consult the designated person First Contact should be the immediate point of contact.)

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Where it is clear that a Safeguarding Referral is needed, contact

**First Contact without delay          Tel: 03000 267 979**

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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

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- Always make and keep a written record of all events and action taken
- Date and sign each entry to this record
- Keep records confidential and secure