

# Safeguarding Procedure (for all adults)

You have cause to believe a child is at risk of harm, neglect or abuse or something that makes you feel uneasy for their well-being.

Log your concern on MyConcern or on a paper form located in the Main Office. If you feel that the concern is URGENT please inform Sarah Ross, Lead DSL. If she is unavailable, please inform Kevin Keelan, Tina Conlon, Gregory Caines or Jessie Elbaz. Do not discuss the situation with anyone else.

Sarah Ross or another DSL will assess the next steps.

## Monitoring

DSL alerts Progress Leader to monitor and discusses who else information should be shared with.

## Further Action Required

DSL takes appropriate further action by reporting to the relevant outside agency.

Other professionals such as Progress Leader and Student Mentor are alerted on a 'need to know' basis.

### What if someone disclosed to you?

- Do not make a promise of confidentiality.
- Your role is a listening role. Do not interrupt the child if they are freely disclosing events.
- Any questions that may be needed to clarify matters should be framed in an open manner and not lead the child in any way.
- Please log on to 'MyConcern' as soon as possible (no longer than 24 hours later). If urgent, log your concern and find a DSL to report it to, face-to-face.
- Once you have logged your concern your responsibility for the disclosure ends.
- Do not discuss the disclosure with anyone.



**Sarah Ross**  
Lead Designated  
Safeguarding Lead



**Kevin Keelan**  
Deputy Designated  
Safeguarding Lead



**Gregory Caines**  
Deputy Designated  
Safeguarding Lead



**Tina Conlon**  
Deputy Designated  
Safeguarding Lead



**Valentine Tyser**  
Deputy Designated  
Safeguarding Lead