

All staff must be familiar with the school's child protection policy, including issues of confidentiality. All staff should have completed a safeguarding CP induction with Janette Jarrett (Senior Safeguarding Officer). All staff should sign to confirm that they have read and understood "Keeping Children safe in Education" Dfe 2016 (Minimum section one). Staff should also adhere to the school code of conduct policy.

WHAT TO DO IF YOU HAVE A CONCERN ABOUT A CHILD OR YOUNG PERSON

**Is the child or young person at risk of significant harm as defined under the headings :
Neglect / Physical Abuse / Emotional Abuse / Sexual Abuse**

1. Immediately contact a Designated Child Protection member of staff. Janette Jarrett or Maz Hall (safeguarding Team) in the first instance. If not available contact one of the following people Vicky Dowling, Mathew Boyd or Jackie Tunstall (Year Directors) **or Sarah Danskin (Assistant Principal)**
2. Fill in a cause for concern form with all the details including any questions you have asked and attach any notes you may have made. Correct dates and times are essential and full names should be used at all times. Ensure these documents are written accurately and they are a true representation of your concerns. Pass this information directly to the designated person only and do not share this information. Your cause for concern could potentially be used as evidence in a court of law.

Is the child or young person at risk of significant impairment to health and development? (No immediate risk of significant harm)

1. Fill in a cause for concern form with all details including any questions you have asked and attach any notes you may have made.
2. Place the concern in an envelope marked confidential and pass it to the designated child protection member of staff.

Please do not put cause for concerns in pigeonholes they must be dealt with straight away. In the unusual event of all designated staff are unavailable, please pass your concerns to G.Moffatt Principal or another member of Senior Leadership Team. Staff must not discuss concerns with other colleagues.

If you are unsure whether a situation needs a "Cause for Concern", please fill it in and let the designated person decide for you if it is a concern. Remember they have knowledge of the bigger picture.

CAUSE FOR CONCERN FORMS can be found in reception, Learning managers offices, Janette Jarrett's office and faculty offices. They must be hand written and the front must be fully completed. DO NOT COMPLETE THE BACK OF THE FORM – This is for the designated officer.