

SAFEGUARDING PROCEDURES

CHILD PROTECTION - HOW TO REPORT CONCERNS

Thorns Collegiate Academy is committed to safeguarding and promoting the welfare of all children and young people both within the school environment and outside.

It is your legal duty to report any concerns you have about a child.

PLEASE REMEMBER!

It is vitally important that you do not ask students to remove clothing, to write anything down or to sign notes you have made yourself.

PLEASE DO NOT ASK STUDENTS ANY LEADING QUESTIONS.

Report your concern promptly by logging onto www.safeguardsoftware.co.uk (a link can be found on the staff portal). Please include all relevant information and try to remember the same words the student used.

Alternatively, if you have difficulties logging on please report your concern to one of the following members of staff:



Mr Nick Spark
Designated
Safeguarding Lead



Mrs Tracy Timmis
Deputy Safeguarding
Lead



Mrs Sarah O'Neill
Deputy Safeguarding
Lead



Mr Tom Pell
Deputy Safeguarding
Lead



Mrs Charlotte Taylor
Deputy Safeguarding
Lead



Mrs Gemma Sadler
Deputy Safeguarding
Lead



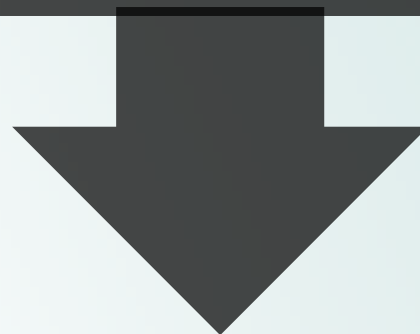
Mr Manny Kelay
Deputy Safeguarding
Lead



Miss Deb German
SENCO and Designated
Teacher for Looked After
Children



Miss Shervorn Burrell-
Graham
Deputy Safeguarding Lead
and Family Support
Worker



The Designated Safeguarding Leads will be immediately alerted through safeguard software. They will gather all the information, link with multiple agencies and the decision will be made as to whether a referral to Children's Services or an early Help Assessment or another action needs to be taken.

All children living within Dudley will be reported to Children Services - MASH team.

Call 0300 555 0050 (Mon-Fri 9am-5pm)

Out of office hours call 0300 555 8574 or 999 in an emergency

Dudley LADO: Yvonne Nelson-Brown 01384 813110

Please note that in the unlikely event of all designated staff being unavailable it is still your responsibility to report a high risk concern. You should contact MASH immediately.