





SAFEGUARDING PROCEDURES AND CONTACTS

Will McDonald DSL Headteacher	Emma Hopkins DDSL Deputy Headteacher	Rebecca Stender DDSL Co-Senco	Tom Gray Safeguarding Governor Chair of the FGB
			

If you have a safeguarding or child protection concern:

Step 1: Complete a **Part 1 Concern Form**. Available on the staffroom noticeboard or you can obtain a copy from the DSL or office.

Step 2: Give the Part 1 Concern Form to the **DSL**.

Step 3: You must ensure the DSL completes the Part 2 and feeds back to you. Part 2 should include a risk assessment.

NB: you can hand the referral over in person or email. Email: head@thakehamps.co.uk Tel no: 01903 740176

In the absence of the DSL please hand the form to and discuss your concerns with one of the **Deputy Designated Safeguarding Leads: Emma Hopkins or Rebecca Stender**.

Email: ehopkins@thakehamps.co.uk Tel no: 01903 740176
Email: senco@thakehamps.co.uk Tel no: 01903 740176

If DSL or the DDSLs are not available to speak, the office will contact them.

If there is still no access to any of our Safeguarding Leads, please contact:

- (i) **Contact your local child protection services.**
Integrated Front Door (IFD) for Early Help & MASH
Tel: 01403 229900
Wschildrensussex@gov.uk
- (ii) **Tom Gray: Safeguarding Governor**
Email: tgray@thakehamps.co.uk

If a child is in immediate danger, you must call 999.

Other source of help: Contact the NSPCC Helpline on **0800 800 5000** or by emailing help@nspcc.org.uk. Their trained professionals will talk through your concerns with you, give you expert advice and take action to protect the child as appropriate. This may include making a referral to the local authority.

If you have a **FGM** concern you must also report this to the Police call **101**. NSPCC FEMALE GENITAL MUTILATION HELPLINE: **0800 028 3550** or email fgmhelp@nspcc.org.uk

If you have a concern regarding **radicalisation or terrorism**:

Email: prevent@sussex.pnn.police.uk Phone: Call **101** and ask for the Prevent Team. WSCC Email: Prevent.Training@westsussex.gov.uk

If you have a concern about the conduct of an adult (any type: staff member, volunteer, visitor) then please complete a Part 1 Concern Form. The DSL has a specific procedure and system in place to support with managing concerns about adults, including low-level concerns.

If necessary, you can either contact the West Sussex Local Authority Designated Officer (LADO) yourself or liaise with the DSL to ensure they contact the LADO.
Email: LADO@westsussex.gov.uk Tel: 01403 229900

If at any point, you have any serious concerns about safety and procedures in the school, you can speak with the Headteacher or Chair of the Governors using the contact details above. Alternatively, if speaking with them is either not an option or does not provide adequate answers, you can access the school's whistleblowing policy by going to the school's website and the policies section. Refer to the policy named, 'Confidential Reporting'.

Prevent National Referral Form: <https://www.westsussexscp.org.uk/professionals/child-exploitation-ce-including-child-sexual-exploitation-cse/radicalisation/channel> Send the form to: PreventReferralswestsussex@sussex.pnn.police.uk

For suspected terrorism or any other emergency, call Sussex Police on 999

**Keeping
children safe
is everyone's
responsibility**



At Thakeham we CARE