

## Contacts

### Education Safeguarding Advisory Service

**Advice Service:** 01296 382912

#### **Team Manager/Education Safeguarding Advisor**

Therese McAlorum 01296 382732

#### **Safeguarding Officers:**

Hannah Bradshaw 01296 382612

Jonathan Kempster 01296 383703

Lindsay Snookes 01296 382157

#### **Business Support:**

Jackie Kelly 01296 382912

### Referrals to Social Care

#### **First Response Team:**

0845 4600 001

#### **Out of Hours:** (Emergency Duty Team)

0800 999 767

### BSCB

[www.bucks-lscb.org.uk](http://www.bucks-lscb.org.uk)

01296 383485



# **KHALSA SECONDARY ACADEMY**

## **Safeguarding Leaflet**

Key information for staff, governors  
and volunteers of the Academy

### **Designated Safeguarding Leads:**

*Mrs R Codling*

*Dr R Singh*

*Miss J Thorogood*



**Education Safeguarding Advisory Service**

**(ESAS)**

[safeguardingineducation@buckscc.gov.uk](mailto:safeguardingineducation@buckscc.gov.uk)

**01296 382912.**

## Your role in recording concerns about a child's welfare

**All staff have a role to play in helping to identify concerns and responding to possible signs and indicators of abuse or neglect. Safeguarding children is a whole school task.**

It is "everyone's responsibility"  
(Working Together 2013).

For some children a "one off" incident or concern may occur and there will be no doubt that the incident must be immediately reported and recorded. More often than not however it is the accumulation of a number of incidents, events or observations that provide the evidence of harm; this is particularly true in cases of neglect. It is essential therefore that any concern you have for a child's welfare, however small is recorded and passed to the Designated Safeguarding Lead (DSL).

The DSL at this school is **Rose Codling**.  
Telephone Numbers: **01753 662009 (school)**  
**07881 208076 (mobile)**

If they are not available you should speak to **Jo Thorogood or Simi Dosanjh**

If you are in any doubt as to whether an incident or information constitutes a concern or is noteworthy, you should consult the DSL, who may in turn speak directly with a member of the Education Safeguarding Advisory Team (ESAS), First Response (Social Care) or the Education Safeguarding Advisor.



**Safeguarding information is shared on a need to know basis. It may be that the DSL has additional information regarding the child and the information brought to them by you may add to this picture of concern.**

## What is a Child Protection / Welfare Concern?

Concerns about a child may arise through:

- The child's behaviour.
- A physical injury.
- A disclosure or allegation being made by a child.
- A child's physical presentation.
- Information from or observation of, behaviour by a parent.
- Information from 3<sup>rd</sup> party e.g. sibling, friend, Taxi Driver, parent with whom the child does not live, a member of the extended family etc.
- Information shared by another professional e.g. incidence of domestic violence in the household, including discussion at multi agency risk management meetings.

## Where to record your concerns about a child

In order to ensure proper communication, collation of information, storage and transfer of records – staff should not keep informal notes in respect of safeguarding or welfare concerns.

**All concerns regarding a child should be written down on a Child Protection / Welfare Concern form which is available from [Safe shared drive or hard copies in front admin office](#)**

**"What do I record using this form"?**

- Essential information needs to be recorded; **Who** is making the report, **What** the concern is, **When** the report is made including the time, **Where** the event took place, **Why** the member of staff is concerned and **How** the information came to light.
- *The recording should be factual and written using straightforward language.*

- If recording a disclosure, use as many of the child's own words, phrases and expressions as possible, along with any questions you may have asked. (open questions using **TED**- Tell, Explain & Describe) Try to capture on paper the voice of the child and the account given as accurately as possible.
- *Physical marks and injuries can be recorded on a body map where appropriate. Do not examine the child. Only record what you can see. Photographs should not be taken.*
- *Do not promise confidentiality, it might be necessary to make a referral.*
- Detail any action taken.
- *Finally; there has to be "ownership" of the information, the details of the person reporting the information and those of the child, need to be clearly recorded and legible.*

## What will happen next?

**When a Child Protection / Welfare Concern form is passed to the DSL, they will record their initial response or any action taken following the form being passed to them. The level of detail recorded, will clearly depend on the nature and seriousness of the concern highlighted, these may include:**

- Recommendation for the class teacher to monitor specific aspects of the child's presentation, behaviour, attendance etc.
- *Discussions and telephone calls (with colleagues, ESAS, parents, children / young people and other agencies or services).*
- Professional consultations, including professionals meeting for the purpose of sharing information.
- *Letters sent and received.*
- A referral to Children's Social Care / First Response, or other agencies.