



Saint Pierre School,
16 Leigh Road, Leigh-on-Sea, Essex SS9 1LE

Saint Pierre School – Safeguarding

What to do when YOU have a concern about a child...



Report your concerns directly to the Designated Lead – DH and/or Deputy Leads – PL/GH Complete any paperwork within timeframes. Record in Safeguard Document.



All factors and information considered by Designated Safeguarding Leads (Deputies).



Concerns Allayed

Concerns Ongoing



No action. The concern does not constitute a Safeguarding concern. Record decision made in Incident /Safeguarding Document and reasons for it.

Uncertain as to how to proceed. DSL consult with Social Care Team, 01702 215007, mash@southend.gov.uk.

Follow advice given and liaise with other agencies if necessary.

Refer to Children's Social Care Team– number opposite and/or police if criminal (KCSIE 2021). Put in writing to the authorities within 48 hours.

Record decision and action on Integris and Safeguarding Document.

EXCEPTION- FGM This duty is a personal duty which requires the individual professional who becomes aware of FGM to make a report; the responsibility cannot be transferred. The only exception to this is if you know that another individual from your profession has already made a report; there is no requirement to make a second.

School DSL to follow up after 3 working days if no feedback received from Children's Social Care

Saint Pierre School – Safeguarding

What to do when YOU or A CHILD have a concern about a member of staff...



A child makes an allegation against a staff member or a member of staff has concerns about the behaviour of a colleague towards a child.



Discreetly inform of the Headteacher **immediately,** - at least on the same day.
Matter to remain **CONFIDENTIAL.**

A child makes an allegation against the Head or a member of staff has concerns about the behaviour of the Head towards a child.



Discreetly inform of the Proprietor **immediately,** - at least on the same day.
Matter to remain **CONFIDENTIAL.**

A child makes an allegations against the Proprietor or a member of staff has concerns about the behaviour of the Proprietor towards a child.



Discreetly inform of the LADO- Alison Francis (contact below) **immediately,** - at least on the same day. Matter to remain **CONFIDENTIAL.**



Issue of poor practice – this will be dealt with internally in line with set policies and procedures inc. Staff code of conduct. Upon further investigation – could lead to disciplinary matter.
Record decisions, actions and outcomes in Incident/Safeguarding Book

Concern meets threshold for referral to Child Protection Agencies? – Yes
DSL to contact the Local Authority Designated Officer (LADO) – Allison Francis on 01702 534539.
Police may also be informed. First Contact Team on 01702 212442
Out Of Office Hours – 0845 6061212
Await guidance and advice re next steps.
Matter to remain confidential.
Record decisions, actions and outcomes.

Uncertain of severity of alleged incident – DSL seeks advice from LADO (Out Of Office Hours – 0845 6061212 and/or Police.

Record advice, actions and outcomes on Integris and Incident/Safeguarding Book

Updated – Sept 2021 - DH