Relevant staff asked to monitor the child and feedback to the Designated Safeguarding Lead with an agreed timescale.

The local authority Designated Officer (LADO) for concerns about adults in a position of trust can be contacted on this number:

01905 846 221

***Contact Details:***

***Social care referral:  
Family Front Door, Worcestershire 01905 822 666  
MASH Team, Herefordshire 01432 260 800  
Shropshire Children’s Services 0345 678 9021***

Designated Safeguarding Lead discusses decision with the principal and agree a referral to social care.

***In exceptional circumstances, anyone may report concerns directly to children’s social care or if you believe the child is at immediate risk of harm, you should call 999.***

Designated Safeguarding Lead oversees CPOMs as a confidential record of concerns. Paper concern forms are kept in a confidential file.

Designated Safeguarding Lead (or DDSL in DSL absence) reviews concern and makes a decision about next steps.

Decision made to monitor concern.

Decision made to refer the concern to social care.

Decision made to discuss the concern informally with parents/carers.

Once discussed with parents, the Designated Safeguarding Lead decided to discuss further with parents/carers, monitor or refer to social care.

Concerns logged on CPOMS or put in writing if you do not have CPOMS and given to DSL (Or DDSL in DSL absence)

Designated Safeguarding Lead: Ella Taylor-Johnston

Deputy Designated Safeguarding Leads:  
Andrew Wilks  
Christina Morris  
Claire Jones

**FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD**

**CPOMS**

Log in using your school e-mail and a password of your choice. The DSL (Ella Taylor-Johnston) will have set you up with an account on your first day. You will see the main dashboard; on there you can find your library which contains key documents/policies or you can log an incident.

**To log an incident:**

1. Click ‘add incident’.
2. Type in the pupil’s name.
3. Describe the incident factually, without emotion.
4. Click the category ‘Notice of Concern’.
5. Link students who were also involved in the safeguarding incident. This then copies the incident to their file. Do not link a student in the safeguarding concern if it did not happen to them or they weren’t a part of the incident
6. Enter the date and time **of the incident**
7. Add in any files needed. For example, photo, witness statement or copy of any communication

**Things to remember:**

1. When writing up an incident always use full names and then initials. E.G. Ella Taylor-Johnston (ETJ) called Joe Bloggs (JB). ETJ then checked in…
2. Always use names, so not the use of Mum or Dad but Mrs Taylor (Mum) in the first instance.
3. Only log actions that have been done not what you will do.
4. If you make a phone call you need to log the time of the phone call in your report and the summary of the conversation
5. Anyone can read this so choose wording carefully
6. If you are quoting a pupil word for word, it should be in speech marks.
7. Use the pupil’s proper name.
8. Avoid adding your opinion.

**REFERRALS**

* Safeguarding is everyone’s responsibility.
* We must always act in the best interests of the child.
* All staff have a responsibility to provide a safe environment in which children can learn.
* Staff should maintain an ‘it could happen here’ attitude where safeguarding is concerned.
* All staff should be prepared to identify children who may benefit from early help.
* Any staff member who has a concern about a child’s welfare should follow the referral processes.
* Child abuse: abuse and neglect are forms of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm, or by failing to at to prevent harm.
* If, after a referral, a child’s situation does not appear to be improving, the DSL (or the person who made the referral) should press for re-consideration to ensure their concerns have been addressed and, most importantly, that the child’s situation improves.
* Safeguarding concern that a child is at **risk of immediate harm →** refer to the DSL (Ella Taylor-Johnston) immediately or DDSL (Andrew Wilkes, Claire Jones or Christina Morris) if the DSL is unavailable. If they are unavailable, contact the police/social services immediately and inform the DSL after.
* Safeguarding concern about **wellbeing** of a child → log it on CPOMS or in writing and pass to DSL (Ella Taylor-Johnston) if you do not have a login as soon as possible.
* Concern about a **member of staff →** see principal (Vicki Dean) and put concern in writing and they will contact the LADO 01905 846 221 (Local Authority Designated Officer)
* Concern about the **Head of Academy →** Report it to the Chief executive of OAT (Tom Rees) or Chair of Governors (John Hogan).
* If you cannot follow the whistleblowing procedure (concern about a member of staff) → contact the NSPCC whistleblowing advice line 0800 028 0285.
* **Early help →** see the child’s Head of Year who will refer after liaising with the DSL.
* Concern relating to **radicalisation/terrorism →** contact the prevent/channel tam through the Worcestershire Family Front Door 01905 822 666

Remember – follow up the referral you make with the DSL  
Remember – there a wealth of knowledge on our local safeguarding children board’s website:  
<https://www.worcestershire.gov.uk/worcestershire-children-first-education-services/support-services/safeguarding-children>

Referral websites:

<https://www.worcestershire.gov.uk/council-services/childrens-services/childrens-social-care/refer-childrens-social-care>

<https://www.herefordshire.gov.uk/social-care-support/protect-someone>

<https://www.shropshire.gov.uk/adult-social-care/where-can-i-get-help/first-point-of-contact/>

**WHISTLEBLOWING**

**Our Responsibility**Concerns must be raised when employees reasonable believe that one or more of the following has occurred, is in the process of occurring or likely to occur:

* Where a crime has been committed, is being committed, or is likely to be committed.
* Where a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject
* Where a miscarriage of justice has occurred, is occurring, or is likely to occur.
* Where the health and safety of an individual has been, is being or is likely to be endangered.
* Where the environment has been, is being or is likely to be damaged.
* Where information tending to show any of a) to e) above has been concealed or is likely to be deliberately concealed.

**How to Raise a Concern**

* Employees’ concerns must be reported to Principal (Vicki Dean) or if the matter is regarding the principal, then to Chair of Governors (John Hogan).
* Concerns are better raised in writing. You will need to set out the background and history of your concerns, giving names, dates, and places where possible, and the reasons why you are particularly concerned about the situation. If you do not feel able to put the concern in writing, you should arrange to meet with the appropriate person. It is important that, however the concern is raised, you make it clear that you are raising the issue via the whistleblowing procedure.
* The earlier and the more detailed the concern, the easier it will be to take action.

**Assurances**We recognise that whistleblowing is not something that is always easy, but we provide you with the following assurances:

* To ensure you have the right to disclose a concern and to protect you throughout this process.
* To ensure you have the right to disclose a concern/issue if OAT does not deal with the matter. However, the duty of fidelity is implied by the law in every contract of employment and prohibits employees from disclosing employers’ confidential information, unless it is in the public interest that information is disclosed or unless the Academy/OAT HO fails to properly consider or deal with the issue.
* If you make a disclosure on one or more matters listed above and you have a reasonable belief that the concern is real, you will not suffer any detriment, even if after investigation it transpires that the concern is unfounded. We will not tolerate the harassment or victimisation of anyone raising a genuine concern and may progress disciplinary action should this occur.
* If you request that your identity is protected, we will not disclose it unless required to do so by law. If the situation arises where we are unable to resolve the concern without revealing your identity (for instance because your evidence is needed in court), we will discuss with you how the matter should proceed. However, it must also be stated that if you choose not to disclose your identity it may be more difficult for us to look into the matter or to protect your position, or to provide feedback. Accordingly, while we will consider anonymous reports, it will not be possible to apply all aspects of their policy for concerns raised anonymously.

**How the matter can be taken further**  
This policy is intended to provide you with an avenue to raise concerns within OAT. We hope anyone invoking this procedure will be satisfied with the response given. We encourage direct communication of any serious issue with the Chief Executive prior to disclosure to any external bodies. Where possible, whistleblowing to an external body without first going through OAT internal procedure without compelling reasons is not encouraged. If you feel it is right to take the matter outside the organisation, the following are possible contact points: your Trade Union, The Department for Education, Member of Parliament, National Audit Office, Health and Safety Executive , the relevant ombudsman, your solicitor, the Charities Commission, the police, Protect (formerly Public Concern at Work).