

Reporting and Disclosure Procedures

THE SAFEGUARDING TEAM

The person with overall responsibility for Safeguarding and Child Protection at St Dunstan's is the Designated Safeguarding Lead (DSL), Amber Waite. However, safeguarding concerns may be reported to any of the members of the Safeguarding Team.

Designated Safeguarding Lead (DSL)	Mrs Amber Waite, Deputy Head (Pastoral) 07990 073664 020 8561 7211/7290 awaite@sdmail.org.uk
Junior School Deputy Head Pastoral	Miss Laura Whitwood 020 8561 7266 lwhitwood@sdmail.org.uk
Head of Pre-Prep	Mrs Tamara Shaw 020 8561 7207 tshaw@sdmail.org.uk
Safeguarding Administrator	Miss Eliana Daniels edaniels@sdmail.org.uk 020 8516 7290
Head of Junior School	Mr Paul Cozens 020 8561 7225 headjs@sdmail.org.uk
Headmaster	Mr Nick Hewlett 020 8516 7224 headmaster@sdmail.org.uk
Safeguarding Governor	Mrs Victoria Alexander Details available from the Bursar: clong@sdmail.org.uk

REPORTING CONCERNS

It is recognised that children need protection from:

- Physical harm
- Emotional abuse
- Sexual abuse
- Neglect
- Harmful material on the internet

Members of staff may suspect a case of abuse from a variety of sources:

- A pupil discloses to them personally
- From behaviour of, or marks on, the pupil (e.g. bruises, welts, lacerations, abrasions, burns)
- Indications through schoolwork
- A pupil informs them that he/she knows or suspects that another pupil is being abused
- Another third party informs them that he/she knows or suspects that a pupil is being abused.

Child abuse can take many forms and a summary of the types and signs of child abuse can be found in related document *Signs and Types of Child Abuse and Neglect*.

IF YOU BELIEVE A CHILD IS AT RISK OF IMMEDIATE HARM, YOU MUST CALL 999 BEFORE ANY OTHER ACTION IS TAKEN.

Safeguarding and Child Protection is **everybody's** responsibility, including staff, parents and visitors, and pupils.

Foundation Staff

All Foundation staff have a duty to report any Safeguarding or Child Protection concerns without delay. There are a number of avenues of reporting concerns:

- All College staff have access to MyConcern, the College's secure online safeguarding reporting system. Wherever possible, MyConcern should be used to log welfare, safeguarding or child protection concerns. These concerns are immediately sent to the DSL, or a nominated deputy in the absence of the DSL, who will act on them in accordance with locally agreed inter-agency procedures.
- Any supporting documents, such as body maps or written notes from students should be signed and dated and handed in to the DSL. Body maps are available from the DSL and on MyConcern, these should be used to mark any injuries seen on a child.
- If for some reason a member of staff is unable to report their concern on MyConcern, they should report their concern in writing (either hard copy or email) to the DSL or Deputy DSL without delay.
- If there is no other avenue for reporting available at the time of an incident or disclosure, the staff member may report by phone to the DSL or Deputy DSL, who

will make notes which will be shared with the reporting staff member for signing as soon as possible.

Parents and Visitors

Any parent or other visitor to the College has a duty to report any safeguarding or child protection concerns. All visitors to the College are provided with a *Safeguarding Brochure*, which is also available at the College Office. As outlined in this guidance, any adults with concerns about a child's safety during the course of their visit at St Dunstan's College must:

- Immediately inform the DSL
- Write careful notes about what they have heard, witnessed or have been told. Sign, time and date all notes.

Pupils

Pupils also have a duty to report any Safeguarding or Child Protection concerns relating to fellow pupils. Pupils are provided with information on how to report their concerns through the College PSHEE programme, and guidance is also available on Firefly. Any pupil with concerns about another child's safety at the College must:

- Immediately inform the DSL
- Write careful notes about what they have heard, witnessed or have been told. Sign, time and date all notes.

Additional reporting guidance

The Foundation procedures anticipate concerns to be routinely referred to the DSL who will be the point of contact internally and externally. The DSL is responsible for making referrals to Children's Social Care. However, **anyone can make a referral to the appropriate Local Safeguarding Children Board** (referral should be to the services based in the borough in which the child resides). You can do this in the first instance of concern for a child, or you can refer to the LSCB if you feel that the DSL has not acted appropriately in dealing with a concern you've passed on to the college. **Safeguarding children is everyone's responsibility.** You can and should persist in seeking help for a child you believe to be at risk of harm.

If you think a child or young person may be in immediate danger, call 999. Otherwise contact the Lewisham Multi-Agency Safeguarding Hub (MASH) on one of the numbers listed below. If your concern regards a child residing in another London borough, you can find safeguarding contacts for all 32 boroughs on the London Safeguarding Children Board website: londonscb.gov.uk

Lewisham operates a multi-agency model for delivering services to children and families in the borough. Any Safeguarding or Child Protection referral should be made to the Lewisham MASH Agency (Multi-agency Safeguarding Hub):

Lewisham Children Social Care

Laurence House, First Floor
1 Catford Road
SE6 4RU

T (0900 – 1700): 020 8314 6660

T (out-of-hours): 020 8314 6000

E: mashagency@lewisham.gov.uk

You will receive an acknowledgement informing you of what action Lewisham MASH agency are taking. This should be with you within 2 days, if you do not receive this acknowledgement, please contact the MASH team again to follow up.

REPORTING CONCERNS ABOUT STAFF MEMBERS

St Dunstan’s Education Foundation has a *Whistleblowing Policy* which is available in the Staff Handbook and on Firefly. Any concerns about Safeguarding and Child Protection issues involving members of staff must be reported to the DSL or the Headmaster without delay. If the concerns are about the DSL they must be reported directly to the Headmaster. If the concerns are about the Headmaster they must be reported immediately to the Chairman of the Governors without informing the Headmaster.

The Chairman of the Governors is Mr Paul Durgan, who can be contacted through the Bursary.

In the absence of the Chairman of the Governors, the Deputy Chairman is Mr Ian Davenport, who can be contacted through the Bursary.

In all instances of allegation against a member of staff, the Lewisham Local Authority Designated Officer (LADO) must be contacted within one working day. No further investigation can be carried out by the College until the DSL (or Headmaster or Chairman of Governors, as appropriate) has consulted with the LADO.

The Local Authority Designated Officer (LADO) for Lewisham is:

Finola Owens

1st Floor Laurence House
1 Catford Road
SE6 4RU

T: 020 8314 3114

M: 07880788213

E: LewishamLADO@lewisham.gov.uk

Please see related document *Safeguarding Procedures* for further information regarding allegations against staff.

DISCLOSURE

If a child discloses to you that they are being harmed or abused:

- **Reassure** the pupil that she/he is right to tell and is not to blame
- **Do not promise confidentiality.** Explain that you have to make sure that the pupil is safe and may need to ask other adults to help you do this.
- **Believe the child.** It is important to say 'I believe you and I am going to help you'.
- **Remain calm.** Do not show shock, anger or disbelief.
- **Remain non-judgemental.** Do not ascribe feelings to the child, e.g. by saying something like 'you must be angry/sad/hurt'. Simply affirm the child's feelings as they are expressed. 'It's OK to feel that way'.
- **Do not question the pupil.** Let the pupil tell you what she or he wants to and no more. The pupil may have to disclose to a specialist later and too much detail now may interfere with later investigations.
- **Listen carefully** and repeat the pupil's words. When the pupil has finished, make sure that she/he feels secure and explain what you are going to do next.
- **Follow up** by making arrangements with the pupil to speak to them later. They have chosen you as an adult they can trust.
- **Report.** Make notes, including the date and time of the pupil disclosure on MyConcern. It is important to record as much as you can remember using the pupil's own words. Write facts and information only, taking care to avoid opinion. It is crucial that your notes be made as soon as possible after the disclosure, and certainly **on the same working day.** If you are unable to use MyConcern to log your notes, you should write them and time, date and sign them before handing the original hardcopy to the DSL.
- **Do not attempt any examination** or remove any part of a pupil's clothing to look further at an injury. Under no circumstances should photographs be taken of a pupil's injury. The pupil should only be examined by an appropriate doctor.
- **Do not investigate.** No member of the school staff shall conduct an investigation concerning child abuse. This will be done by Social Services and/or the Police.

WHAT HAPPENS NEXT?

All cases of alleged or suspected abuse will be treated seriously.

Normally, a co-ordination meeting between the DSL and the member of staff who has raised the concern is advised, and all matters disclosed will be treated in strictest confidence. During this meeting, consideration should be given to the provision of support for the child and for the member of staff who made the original report.

Any co-ordination meeting should also consider:

- whether medical treatment or assessment is required
- siblings and other member's of the child's family
- implications for other students
- the likely attitude of parents/guardians
- immediate welfare of child – e.g., how does he/she get home, fear of going home, etc.

The DSL will complete an assessment using the Common Assessment Framework or other assessment guidance provided by the LSCB, which will guide the decision of whether or not to refer the child to the LSCB for further action. All notes about decisions to refer or not to refer, and reasons for this decision will be made. These notes and minutes from any meetings regarding the child will be kept confidentially on MyConcern, with access available only to the DSL and other members of the Safeguarding Team as appropriate.

If you have reported a concern to the DSL, you can and should request follow-up information to find out what actions are being taken to safeguard the child.

The DSL will produce a termly safeguarding report for governors. This report will summarise all reports of safeguarding and child protection concerns and the actions taken in each case. The reports will not include the names of any pupils or staff, unless there is an exceptional reason to do so.

If you have reported your concern directly to a Local Safeguarding Children Board or the LADO, you should also expect a response within 2 days.

If you are unsatisfied with the response provided, or if no response has been provided, you should contact the DSL, LSCB or LADO as appropriate to request action. The College and the LSCB each have escalation procedures if you are unsatisfied with the outcome of your concern. You should send your concern to the Headmaster or the LSCB if, after registering your dissatisfaction with the initial result with the DSL, you still feel that more should be done. LSCB escalation procedures vary by locality, and can be found on the LSCB websites.

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