

CHILD PROTECTION & SAFEGUARDING PROCEDURES

The protection and welfare of students is of paramount importance. **Everyone** plays a key role in ensuring the welfare of the students in this academy. You are often the first person to notice that something is wrong, e.g. changes in behaviour patterns, erratic attendance, signs of possible neglect. If a student begins to open up to you, always remind them that any concerns may need to be shared and that you cannot promise confidentiality. If you have any concern, **no matter how small**, please share it with the designated staff for Child Protection and Safeguarding. Record your concern on CPOMs; hard copies of the Child Protection/welfare incident form are kept in reception.

DESIGNATED STAFF FOR CHILD PROTECTION AND SAFEGUARDING



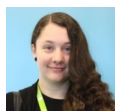
Gareth Wall
DSL



Alison Early
1st Deputy DSL



Ami Clark
2nd Deputy DSL



Rianne Stanley
Assistant DSL



Paul Senior
Assistant Principal



Sharon Knowles
Attendance
Manager



Tim Willcocks
Inclusion
Secretary



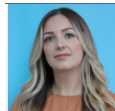
Gareth Matthews
PE Teacher



Caroline Pepper
MFL Teacher



Karey Dunne
Cover Supervisor



Sophie Reed
HoH East Hill



Kym Browning
SSM East Hill



Jessie Mann
HoH Silverhill



Karen Muggridge
SSM Silverhill



Emma Wright
HoH Firehills



Miranda Lansdell
SSM Firehills



Jane Wickens
HoH West Hill



Jane Oliver-
Murphy
SSM West Hill



Angela Thomson
Student Welfare
Officer

If these staff members are unavailable, please pass your concerns to a senior member of staff.
Make no assumptions when dealing with students – it is always better to share a concern.

FEMALE GENITAL MUTILATION - MANDATORY REPORTING DUTY

All qualified teachers or persons who are employed or engaged to carry out teaching work in schools have a **Mandatory Reporting Duty** to report known cases of FGM in under 18s which they identify in the course of their work directly to the police. Specifically, they must make a report when they:

- are informed by a girl under 18 that an act of FGM has been carried out on her
- Observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth. **In addition to the above, immediately inform the Academy DSL**

ESCC SINGLE POINT OF ADVICE

In a real **emergency**, and you think there is an immediate risk of **significant harm**, you have a responsibility to contact **ESCC Single Point of Advice**

- During office hours: Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm Tel: 01323 464222
- Out of Office Hours: Emergency Duty Service Monday to Thursday - 5pm to 8.30
- Weekends - Friday 4.30pm to Monday 8.30am & Public Holidays Tel: 01273 335906 / 01273 335905

CONCERNS ABOUT A COLLEAGUE

Should you have any concern about a colleague in this academy you should, in the first instance, follow the whistle blowing procedures of The Hastings Academies Trust and raise your concern with the Principal. Sam Efde is the Local Authority Designated Office (LADO).

All referrals that involve allegations against those who work, volunteer or care for children should be referred to SPOA using a Statement of Referral template. If there is an allocated team or social worker, then they should be your first point of contact. If there is an allegation where a criminal offence might have been committed, contact the police AND social care for advice before taking any further action. If LADO consultation is required, please go to the LADO Webpage and complete the online referral form <https://www.eastsussex.gov.uk/childrenandfamilies/professionalresources/lado/referrals/> The LADO/Assistant LADO will contact you by phone or email and offer advice.

Childline - 0800 1111. This number is free from more or less all phones and won't show up on most phone bills.