



Safeguarding Procedures



When a child wants to talk to you about something that they are worried about...

- ✓ Allow the child to do the talking
- ✓ Listen quietly and encouragingly
- ✓ Remain calm and caring
- ✓ Allow the child to finish
- ✓ Make notes at the earliest opportunity
- ✓ Use the child's own words where possible
- ✓ Refer to a member of the safeguarding team immediately
- ✓ Always write up a full report for the designated safeguard lead, using a Sir John Hunt recording concerns form and filling in all the information required

- ✗ Do not postpone or delay the opportunity to listen
- ✗ Do not ask leading questions
- ✗ Do not allow your feelings, such as anger, pity or shock to surface
- ✗ Do not make promises of secrecy
- ✗ Do not discuss with anyone other than a member of the safeguarding team
- ✗ Do not interpret what you have been told, just record it
- ✗ Do not make any physical contact
- ✗ Do not delay in informing the designated safeguard lead, call duty staff if required
- ✗ Do not examine the student

Our College has a duty to safeguard and promote the welfare of our students. All staff must be aware of the procedures that are in place. These are available on the College network under policies. Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will discuss this with parents/carers first unless we have reason to believe that it is not in the best interests of the child.

Safeguarding Team



Mrs C Couling
(Assistant Pastoral
Leader)



Miss M Bloomfield
(Assistant Pastoral
Leader)



Mrs N Davies
(Assistant Pastoral
Leader)



Mr C Harling
(Assistant Pastoral
Leader)



Miss C Minchella
(Assistant SENCO)



Mr O Marner
(Assistant Principal)

Designated safeguarding lead is Mr O Marner (Assistant Principal)

If no-one from this team is available, then please speak to a member of the Senior Leadership Team (SLT)

Details of the South West Child Protection Procedures can be found on www.swcpp.org.uk