



Safeguarding Protocol

All adults in school must read and adhere to the LaurusTrust Safeguarding Policy and to this Gorsey Bank Safeguarding Procedure which are available on gorseybank.net

At Gorsey Bank you must:

1. Show respect to all children, staff and members of the school community
2. Wear a clearly visible identity lanyard at all times when on the school premises
3. Refrain from taking any photographs or images without consent
4. Avoid being left alone with a child or children
5. Follow School Safeguarding Procedures at all times

The named personnel with designated responsibility for safeguarding are:

Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Safeguarding Governor	Chair of Governors (in the event of an allegation against the Head Teacher)
Mr Joe Maguire	Mr Ryan Thompson	Mrs Julie Lawson	Mr Colin Shepherd Mrs Julie Lawson

What to do if you have a safeguarding concern or a child discloses information to you:

Receive

- Listen, try not to look shocked or be judgmental
- Believe what they say 'take it seriously'.
- Don't make them feel bad by saying "you should have told me earlier"
- Don't 'interrogate' them – let them tell you, try not to interrupt
- Don't ask leading questions – use 'open' questions to clarify only **(T.E.D)**
 - Tell me what you mean by that? Explain that to me, Describe that....

Reassure

- Stay calm, tell the young person that they have done the right thing in telling you
- Reassure them they are not to blame
- Do not promise confidentiality, explain who needs to know
- Explain what you will do next
- Be honest about what you can do

Record

- Inform the Designated Safeguarding Lead (DSL) or their Deputy (DDSL) as soon as possible ensuring it is before the end of the school day. If both individuals are off site, you must inform a member of the Senior Leadership Team (SLT). In addition, the DSL/DDSL are to be notified by email or telephoned if urgent.
- Complete a record in the red Class Concerns File, using the standard record proforma and note:
 - The date and time, what was done, who did it, and where it took place in - use the young person's own words
 - Make an accurate record of what was said or seen
 - Whether the child was seen/spoken to
 - Whether information is fact/ professional judgement
 - Full names and roles/status of anyone identified in the report
 - Avoid acronyms/jargon/abbreviations
 - Sign the record with a legible signature.
 - Record actions agreed with/by the Designated Lead (SMART)
- The Designated Safeguarding Lead will assess the situation and decide on the next steps

Name.....Job Title.....

Signed.....Date.....