



BEECHEN CLIFF

Safeguarding, 10 essentials

1. **It could happen here.**
2. Safeguarding is **everyone's** responsibility.
3. Always act in the **best interests** of the child.
4. If you have any **concerns**, act on them **immediately**. Talk to the DSL (or Deputy) and complete an orange form.
5. In the exceptional circumstance that the DSL (or DDSL) is unavailable, talk to a member of **SLT**.
6. If you are unsure, **always** speak to someone. "If there is any doubt, there is no doubt." **Do not assume** a colleague or another professional will take action.
7. If a child makes a disclosure, **listen, reassure and respond**. Remember **we cannot promise confidentiality**.
8. Use **TED – tell, explain and/or describe** to capture information a child shares.
9. If you cannot speak to anyone in school, you can contact Children's **Social Care** directly on: 01225 396312/01225 396313. For out of hours: 01454 615165.
10. If you have safeguarding **concerns about an adult**, or an **allegation** is made about another **member of staff (including volunteers)** posing a risk of harm to children you should refer this to the **Headmaster**.

Where there are concerns/allegations about the Headmaster, you should refer it to the **Chair of Governors**.

If you are unable to speak to anyone in school The **Local Authority Designated Officer** phone number for concerns about adults is: 01225 396810.

The full current version of Beechen Cliff's Protection Policy is always available on the safeguarding page on the school website.