



BEECHEN CLIFF

Safeguarding, 10 essentials

1. **It could happen here.**
2. Always act in the **best interests** of the child.
3. If you have any **concerns**, act on them **immediately**. Talk to the DSL (or Deputy) and email orangeform@beechencliff.org.uk
4. In the exceptional circumstance that the DSL (or Deputy) is unavailable, talk to a member of **SLT**. If you cannot find advice in school, contact the Social Care Triage team (number below)
5. If you are unsure, **always** speak to someone.
6. **Do not assume** a colleague or another professional will take action.
7. If a child makes a disclosure, **listen, reassure and respond**.
8. Use **TED – tell / explain / describe** to capture information a child shares.
9. If you have safeguarding **concerns**, 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 **Headteacher**. Where there are concerns/allegations about the Headteacher, you should refer it to the **Chair of Governors**. You can contact the **LADO** if you are unable to seek advice in school (see below).
10. Contact Details for the **Triage Team (Social Care) Referrals**: 01225 396220 / 396111 or out of hours 01454 61 51 65 The **Local Authority Designated Officer** phone number for concerns about adults: 01225 396810

For further information go to: www.beechencliff.org.uk/key-information/safeguarding