

Safeguarding: What I need to know

Who is the Safeguarding officer or DSL in school?

Lianne Jones: Designated Safeguarding Lead

Jonathan Marsh: Deputy Designated Safeguarding Lead

Where: Inclusion Office in the Student Support Centre

Numbers: 580 or 581

What do they do?

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- *Have an advanced understanding of Safeguarding issues*
 - *Report concerns to the relevant services and act as the primary contact for concerns coming in*
 - *Act as a leading authority on school safeguarding concerns for staff & pupils*
 - *Organise training and updates for staff*
 - *Keep all Safeguarding documentation safe*
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As an adult in a school environment what should I be aware/looking for?

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- *Use your professionalism to be vigilant. If a child looks upset or is acting in a way that seems unusual there may be reason for it.*
 - *The key signs of neglect. (Refer to your training for this)*
 - *Pupils may trust you and want to speak to you about personal issues. Be open to this.*
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What should I do if I have a concern?

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- *Report your concerns to either of the DSLs. In writing, an email or in person*
 - *Be clear of what your concerns are*
 - *Never feel that an issue is too small to raise*
 - *Follow up that something has been done about your concern and ask for further advice if not satisfied*
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What should I do if a pupil discloses something to me?

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- *Be sympathetic. This may be a difficult time for the student*
 - *Do not ask questions but listen carefully*
 - *Do not agree to not tell anyone. You must tell them from the start that you will have to speak to the DSLs about this.*
 - *Never send the child away. Emergency cover can be arranged.*
 - *Don't put yourself in a position that you feel uncomfortable. Contact Lianne or Jon if this is the case.*
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Do I have any paperwork to fill in?

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- *In the staffroom there are body maps and concern forms that you can complete. These must be forwarded to the DSLs.*
 - *Do not leave on their desks. These need to be handed in person or placed in an envelope and put into pigeon holes.*
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What do the DSLs do with the information once I have reported any information?

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- *They will decide what the next best course of action is from their advance training.*
 - *In most cases this is reported to the SPA team (Single Point of Access) at Dudley. We report our concerns from school and they make the decision as to what happens next. This might be the allocation of a social worker or a team support worker (Family Intervention for example). It might be referred to a child protection panel or it might just be logged.*
 - *The DSLs record all of the decisions made and will chase up any decision they are not happy with.*
 - *In extreme cases the DSLs will contact the police or social workers themselves*
 - *You are welcome to go and speak with Lianne and Jon at any time if you have reported something and would like to know the outcome*
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Where does my role stop?

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- *In short it doesn't! You are asked to safeguard children at all times.*
 - *However; when a concern has been reported you have then followed the necessary steps to safeguard that child.*
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