

# What to do if you have a safeguarding/welfare concern at The Rowans AP Academy



## Why are you concerned?

For Example:

- Allegation/child shares a concern/worry
- Indicators of abuse or neglect
- Sudden/unexplained change in behaviours

## Immediately record your concerns

Follow the school's procedure:

- Reassure the child
- Clarify concerns if necessary (**TED**: Tell, Explain, Describe)
- Use child's own words

## Inform the Designated Safeguarding Lead and/or record on CPOMS:

**Leadership DSLs:** Mrs F May – Headteacher and Miss Webb – SENCO

**DDSLs:** Miss R Jones, Mrs J Skinner, Mr I May, Mrs Bowley, Mrs Deacon

## Designated Safeguarding Lead/Deputy Designated Safeguarding Lead:

- Consider whether the child is at immediate risk of harm e.g. unsafe to go home
- Access the MSCP inter-agency threshold criteria for children in need for further guidance or consult the First Response 'No Name Consultation line' 9:30-12:30 (01634 331662)
- If the child is at imminent risk of harm a referral will be made to First Response – 01634 334466
- If the child is not at imminent risk then a referral will be made via the portal

### If you are unhappy with the response...

#### Staff:

- Follow local escalation procedures
- Follow whistleblowing procedures

#### Pupils and Parents:

In the first instance contact Mrs F May

## Record decision making and action taken for the pupil on CPOMS

### Monitor – Be clear about:

- What action you have taken at the time of reporting the concerns
- What you are monitoring e.g. behaviour trends, appearances etc.
- How long you will monitor
- Where, how and to whom you will feedback and how this will be recorded

Review and request further support (if necessary)

At all stages the child's circumstances will be kept under review  
The DSL/ staff will request further support if required to ensure the child's safety is paramount