





SIDLESHAM PRIMARY SCHOOL SAFEGUARDING CONTACTS AND PROCESSES

Designated Safeguarding Lead (DSL)	Deputy Designated Safeguarding Leads (DDSL)		Co-Chairs of Governors
Mrs Koiston Headteacher	Mr Blake-Lobb Deputy Headteacher (Mon-Weds)	Mrs Harwood SENCo	Mr Blunden and Mrs Brading
			
dsl@sidleshamprimaryschool.co.uk Tel: 01243 641238	dsl@sidleshamprimaryschool.co.uk Tel: 01243 641238		chair@sidleshamprimaryschool.co.uk Tel: 01243 641238

1. Listen to the child, do not promise confidentiality or ask leading questions.
2. Make detailed notes at the time/immediately afterwards; record the date, time, place and context of disclosure or concern. Use Initial Record of Safeguarding Concern Form/CPOMS if you have access.
3. Record facts (child's words) but not your assumption or interpretation. Record if anyone else was present. In the case of an injury, record the detail, e.g. "right arm above elbow" and use body maps.
4. Discuss your concerns with the DSL and in their absence, one of the DDSLs.
5. In the absence of communication with the DSL or a DDSL contact:
Integrated Front Door (IFD) Tel: 01403 229900. Out of hours: 03302 226664 or 07711 769657
 Referrals to IFD should be made on the following web-based forms which can be accessed <https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/>
 For advice before a referral contact: Safeguarding in Education Team (incl MASH Education Advisers):
 Tel: 0330 222 4030 or email to Safeguarding.Education@westsussex.gov.uk
6. If a child is in immediate danger and you are unable to contact a DSL/DDSL call 999

Allegations against staff/external providers e.g. club leaders, music teachers, supply staff, volunteers etc

1. Report concerns to DSL or DDSL dsl@sidleshamprimaryschool.co.uk
2. NB if the allegation is concerning one of the DDSLs, report to Headteacher: head@sidleshamprimaryschool.co.uk
3. DSL/DDSL may contact the LADO (Local Authority Designated Officer). In the absence of communication with a DSL/DDSL, contact can be made by the staff member directly:
 LADO (Local Authority Designated Officer) Tel: 03302 226450 or LADO@westsussex.gov.uk (Mon – Fri 9.00am – 5.00pm)

Allegations against the Headteacher

1. Report concerns to the **Chair of Governors (not DSL/DDSLs)** chair@sidleshamprimaryschool.co.uk

FGM (Female Genital Mutilation)

1. Report directly to the Police – call 101. NSPCC FEMALE GENITAL MUTILATION HELPLINE: 0800 028 3550 or email: fgmhelp@nspcc.org.uk

Radicalisation/Terrorism

Support and advice: **Beverly Knight - Prevent Lead:** Beverly.knight@westsussex.gov.uk
 Sussex Police Prevent Team: Call **101** ask for the Prevent Team. Email: SussexPrevent@thamesvalley.police.uk
Prevent National Referral Form:
<https://www.westsussexscp.org.uk/professionals/child-exploitation-ce-including-child-sexual-exploitation-cse/radicalisation/channel> Send form to: PreventReferralswestsussex@sussex.police.uk
 For suspected terrorism or any other emergency, call Sussex Police on 999