



Stalyhill Infant School Safeguarding Procedures

Concern, Disclosure or Suspicion

Information for Parents and Carers

You discover or suspect child abuse (Physical, Emotional, Neglect or Sexual) or have concerns about the conduct of a member of staff

If in doubt ACT and refer to the Designated Lead (DSL)

REFERRAL TO THE NAMED PERSON

- Inform the Designated Safeguarding Leads (DSL) - Mrs Lockett, Mrs Plant or Mrs Meehan, over any concerns relating to a child in school.
- Try to keep notes of key dates and times
- Where possible the DSL should make the initial contacts.
- However Parents and Carers may refer cases themselves following the procedures below

ALLEGATION AGAINST STAFF

- If there is an allegation that relates to the conduct of a member of staff, volunteer, or other adult connected with the school then the matter should be referred to the Head teacher who will then inform the Local Area Designated Officer (LADO) Tania Brown
- If the matter relates to the Head teacher, parents can contact the LADO directly on [0161 342 4398]

CHILD PROTECTION REFERRAL

- Where it is clear that a referral is necessary then the matter should be reported to Children's Social Care via the Public Service Hub [0161 342 4101] without delay
- Out of hours referral should be made to [0161 342 2222]
- Take advice from Children's Social Care and agree the next steps.

INVESTIGATION & ACTION

- The Headteacher will consider whether suspension is necessary after discussion with a HR Advisor at TMBC
- Follow advice from LADO and attend Strategy Meeting if required
- Provide support to the member of staff facing the allegation.
- If appropriate the matter should be fully investigated

CONFIDENTIALITY AND MEDIA INTEREST

All matters **must** remain confidential.

Useful Contact Details

Public Service Hub 0161 342 4101
Out of hours 0161 342 2222

Local Area Designated Officer (LADO) –
tania.brown@tameside.gov.uk 0161 342 4398