



The Brook



SAFEGUARDING GUIDE

Safeguarding children is everyone's responsibility

The Designated Safeguarding Lead in our school is:
Fi Dowley - Headteacher or Lou Hack - Deputy Headteacher in her absence
Designated Deputy Safeguarding Leads in our school are:

Sara Couch - Senior Teacher
Lou Hack - Deputy Headteacher
Martine Bagley-Wood - Nursery Manager
Lead Governor for Child Protection - **Sandy Tong - Vice Chair**

MASH (Multi-Agency Safeguarding Hub)

01403 229900

Out of hours - 0330 222 6664

MASH@westsussex.gcsx.gov.uk

Single point of contact for all safeguarding concerns regarding children

Local Authority Designated Officer (LADO) 0330 222 3339

You are likely to be involved in the following ways:

- You may have a concern about a child.
- You may see an injury or mark that cannot be explained.
- You may have had a disclosure from a child.
- You may have been given information from another child or adult.
- You may have noticed a change in a child's day to day performance.

What you should do next:

- Report your concern to a Designated Safeguarding Lead (DSL) in school immediately. Do not take your concerns home to 'think about it'.
- You may be asked by the DSL, or in their absence, to call the MASH line yourself to report concerns.
- In an emergency, contact the police (call 101 non-emergency, 999 in emergency - telephones in main office/Head's room/Business Managers office/PPA room. Dial 9 for an outside line.
- Listen to the child or person that is giving you information, **do not** make judgements.
- Listen and clarify what has been said, **do not** ask leading questions.
- Explain to the child or adult that you may need to share this information and seek their agreement, **do not** offer confidentiality.
- Record any communication and information on the agreed 'Recording Form' and 'Body Map' (paper copies in staff room and incidents file in all classes) and pass to a Designated Safeguarding Lead.
- Do not discuss information with others openly.
- Reassure child or adult.

The Brook School

Salterns Road, Maidenbower, Crawley, West Sussex, RH10 7JE
Contact the school on 01293 886521 or email office@brook.w-sussex.sch.uk

Please see Flowchart for Child Protection Procedures on the Reverse

Flowchart for child protection procedures for schools

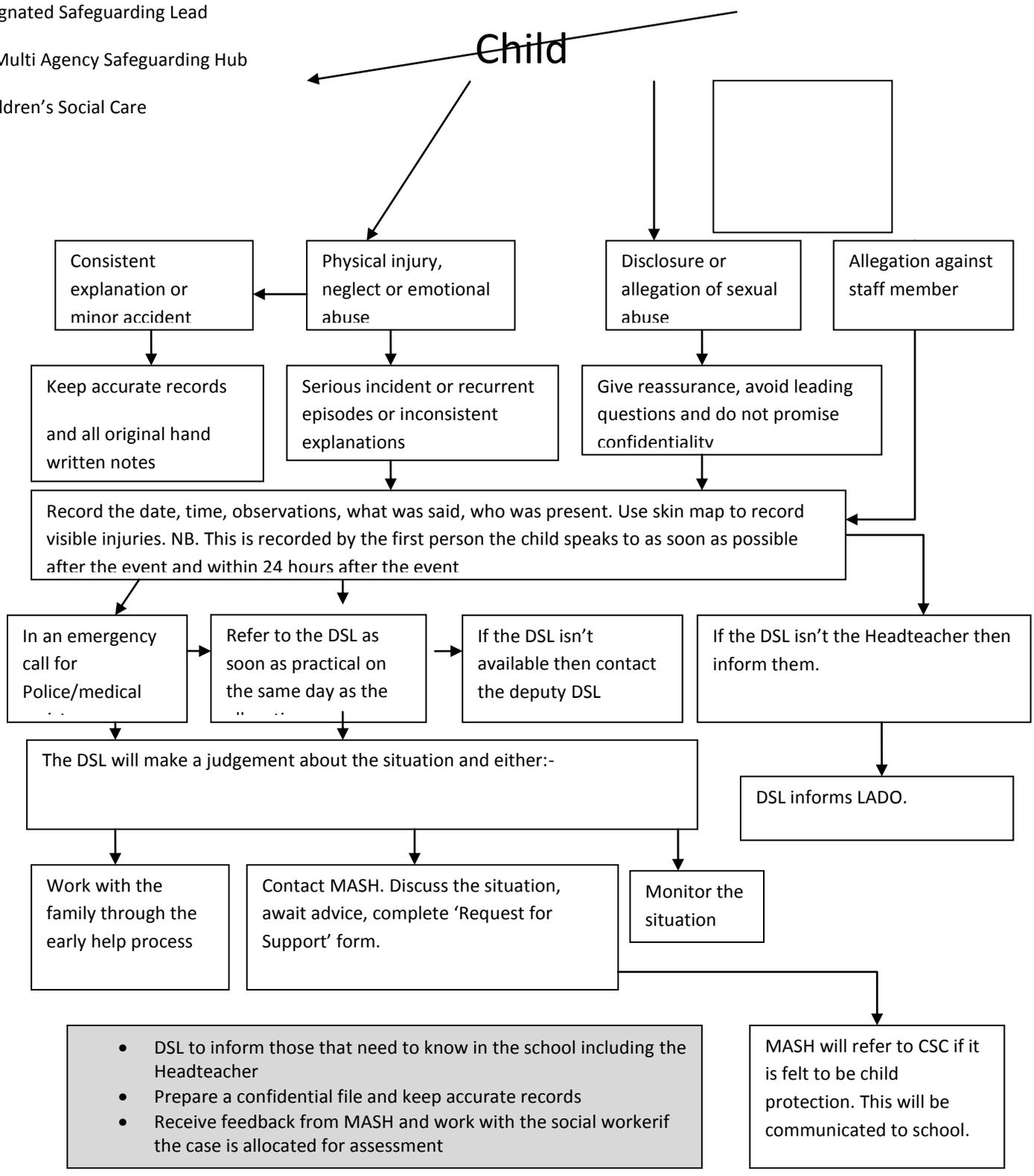
DSL – Designated Safeguarding Lead

MASH – Multi Agency Safeguarding Hub

CSC – Children’s Social Care

S
T
A
F
F

D
S
L



- DSL to inform those that need to know in the school including the Headteacher
- Prepare a confidential file and keep accurate records
- Receive feedback from MASH and work with the social worker if the case is allocated for assessment