

# SAFEGUARDING CONCERN?

## **Disclosure or suspicion of abuse:**

Advise the child at risk that you must pass the information on.

**DO NOT PROMISE CONFIDENTIALITY!**

Take seriously what you are told and be supportive to the child.

Allow him/her to speak without interruption; listen to what is said but do not investigate.

Do not ask leading questions.

Be sensitive to feelings of guilt and isolation but do not make any judgements.

Let the child know that sharing this information is the right thing to do.

Explain that you have no choice but to discuss the allegations with a senior member of staff (Designated Lead or Deputy Safeguarding Officer).

You may write down some notes after talking to the child.

Meet with the Designated Lead or Deputy Safeguarding Officer as soon as possible.

If you need to speak over the phone, ensure there is privacy.

Record what is said on the Safeguarding proforma.

Give this to the Designated Lead or Deputy Safeguarding Officer who will put it into the purple Safeguarding file which is located in the Headteacher's Office.

**Include date, time and signature.**

## Safeguarding Procedures

at

St Luke's Church of England Primary School



St Luke's Church of England Primary School is committed to safeguarding and promoting the welfare of children, staff and visitors in our school and expects all adults to share this commitment. We work with other agencies to ensure adequate arrangements within our school to prevent harm and where it exists identify, assess and support those children who are suffering harm. We recognise that all adults have a part to play in protecting our children and their welfare is our paramount concern. We strive to provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the child.

Please read this document, which outlines the procedures at St Luke's for raising safeguarding concerns. This document should be referred to in conjunction with the school safeguarding policy and DfE document 'Keeping Children Safe in Education', which are available from the school office and school website [www.saintlukes.wigan.sch.uk](http://www.saintlukes.wigan.sch.uk)

The use of mobile telephones is not permitted in the school building.

## St Luke's C of E Primary School Safeguarding Procedures

Designated Safeguarding Leader: **Steve Hardaker (Headteacher)**  
Deputy Designated Safeguarding Leader: **Laura Bentley Inclusion/SEND Leader**  
Deputy Designated Safeguarding Leader: **Lorraine Derbyshire (Deputy Headteacher)**  
Deputy Designated Safeguarding Leader: **Kathryn Vize (School Business Manager)**  
Deputy Designated Safeguarding Leader: **Angela Martin (Safe and Sound Club Manager)**  
Safeguarding Governor: **Anne Ring**

### **General Safeguarding Concerns**

Please follow the safeguarding concern flowchart should you have a suspicion of abuse or if there is a disclosure (See flowchart). If the DSL is not available, for pre-enquiry and advice on referrals call the LA safeguarding Liaison Officer (SLO), **Donna Bannister on 01942828522** or email [d.bannister@wigan.gov.uk](mailto:d.bannister@wigan.gov.uk) If there is no response then call **MAST on 01942828520**. Also call the MAST to enquire if an **Early Help** is already open to a child/family.

### **Prevent Duty (Extremism and Radicalisation)**

Please follow the school's safeguarding concern flowchart in order to follow the correct procedure. Make sure you report your concerns to the designated safeguarding leads. If you are not happy with the action or you are unable to speak to a designated safeguarding lead then you must immediately contact the police.

This can be done through the local authority's channel prevent officers: **Paul Whitemoss (Service manager, safeguarding)** and **Graham Doubleday (Service, Manager, Early Intervention and Prevention)**.

They are available on: 01942 487747 (Graham), 01942487691 (Paul), [016185663624](tel:016185663624), [G.Doubleday@Wigan.gov.uk](mailto:G.Doubleday@Wigan.gov.uk) or [p.whitemoss@wigan.gov.uk](mailto:p.whitemoss@wigan.gov.uk)

For advice on referrals contact the MAST or Donna Bannister or Graham Doubleday.

If these numbers are unattainable then dial 101. The DFE prevent help line is (020) 7340 7264

A channel referral form is available on the schools safeguarding board, [school website](#) and <http://www.wigan.gov.uk/Docs/PDF/WSCB/PVE-Policy.pdf>

**Completed referrals should be sent to:** [Wigan.mash@gmp.pnn.police.uk](mailto:Wigan.mash@gmp.pnn.police.uk) and [Chan-nel.project@gmp.pnn.police.uk](mailto:Chan-nel.project@gmp.pnn.police.uk)

### **Female Genital Mutilation (FGM)**

Please follow school's safeguarding concern flowchart and procedure. Make sure you report your concern to a designated safeguarding lead and you must report your concern to the police.

**IF A CHILD DISCLOSES THAT FGM HAS HAPPENED, RING 101 TO REPORT IT.**

**IF A CHILD DISCLOSES THAT FGM IS GOING TO HAPPEN, RING 999 TO PREVENT IT.**

You should be prepared to provide the call handler with the following information:

- Explain that you are making a report under the FGM mandatory reporting duty.
- Your details: name, contact details (work telephone number or work email), role, place of work.
- Details of your organisation: Designated Safeguarding Lead: [01942201140](tel:01942201140) or [headteacher@admin.saintlukes.wigan.sch.uk](mailto:headteacher@admin.saintlukes.wigan.sch.uk)
- The girls details: name, age, date of birth, address

### **Sharing of Nudes or Semi-Nudes**

**Procedure for responding to an incident of sharing nudes or semi nudes:**

- **Never** view, copy, print, share, store or save the imagery yourself, or ask a child to share or download – **this is illegal**.
- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSL (or equivalent) and seek support.
- **Do not** delete the imagery or ask the young person to delete it.
- **Do not** ask the child/children or young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL (or equivalent).
- **Do not** share information about the incident with other members of staff, the young person(s) it involves or their, or other, parents and/or carers.
- **Do not** say or do anything to blame or shame any young people involved.
  
- **Do** explain to them that you need to report it and reassure them that they will receive support and help from the DSL (or equivalent).

### **Procedure for Reporting Peer on Peer Abuse**

All staff must understand and follow the school's Child Protection Policy and Procedures for dealing with peer on peer abuse. If staff have any concerns about a child's welfare, they must act on them immediately – they must not wait for a disclosure.

- Ask the child if they've been harmed and what the nature of the harm was.
- Listen and reassure them that they will be supported and kept safe.
- Reflect back, using their language.
- Be mindful that some children may face additional barriers to disclosure because of their vulnerability, disability, gender, ethnicity and/or sexual orientation.
- Remember that:
  - This may only be the first incident the child has reported.
  - Trauma can impact memory, so the child may not be able to recall all the details or timeline of the abuse.
  - Make a written record as soon as possible, stating only the facts.
  - Tell the Designated Safeguarding Lead (DSL) or a Deputy DSL urgently.

Where appropriate, take action yourself

- If the child is in immediate danger or at risk of harm make a referral to children's social care at [Referral and Initial Information Record \(wigan.gov.uk\)](#) (A paper copy of the referral is also available on the Safeguarding Board within the staff room).
- If an offence has been committed, report it to the police (even if the alleged perpetrator(s) is under 10). You can confiscate devices as evidence for the police, if the report includes an online element.
- Find out whether the victim alleged perpetrator(s) share classes, premises or transport, and consider how to keep them a reasonable distance apart while on the premises, including both before and after school.
- **Do not** dismiss the incident as 'banter', 'part of growing up' or 'having a laugh'.
- **Do not** ask leading questions.
- **Do not** promise total confidentiality.
- **Do not** view photographs or videos of a sexual nature. If you do so by accident or think you might need to in order to deal with the issue effectively, talk to our DSL.
- **Do not** take notes while the child is talking, if at all possible.
- **Do not** tell anyone about the disclosure unless they need to know in order to progress it

### **Thresholds**

Designated Safeguarding Leads will decide on the threshold. This may be a referral to the local authority Social Care Duty Team or a need for an Early Help Assessment. Please refer to Wigan LA Safeguarding Partnership Threshold of Need Framework:

#### **Level 1 Universal**

These are children who make good overall progress through appropriate universal services. No additional, unmet needs or there is a single need identified which can be/has been met by a universal service

#### **Level 2 Earliest Help (Additional Needs)**

Children whose needs cannot be met through universal services who require additional support. This includes children whose needs are currently unclear. Early Help Assessment is needed and a lead professional to co-ordinate support.

#### **Level 3 Early Help (Complex Needs)**

Increasing level of complex and/or multiple unmet needs where coordinated support is required to prevent concerns escalating. A multi-agency Team Around the Family will identify a lead professional and contribute to an Early Help Assessment and robust plan. Without the need for Social Work support.

#### **Level 4 Safeguarding Acute/Specialist**

These are children who have experienced/or are at risk of significant harm (Section 47) and includes children where there are significant welfare concerns (Section 17). A Child & Family Assessment and/or more immediate response coordinated by a Social Worker is required to determine the level of support/intervention needed.

### **Procedure for Allegations against Adults Working in School**

Any allegation against adults working in the school are referred to the Designated Safeguarding Lead, Steve Hardaker and the Local Authority Designated Officer (LADO), Sue Wharton.

Should there be an allegation against the Headteacher then staff would contact the Chair of Governors, **Chris Yates** via email: [chairofgovernors@saintlukes.wigan.sch.uk](mailto:chairofgovernors@saintlukes.wigan.sch.uk)

Failing a response from the Chair of Governors staff can contact the Vice Chair: [vicechairofgovernors@saintlukes.wigan.sch.uk](mailto:vicechairofgovernors@saintlukes.wigan.sch.uk) If it becomes necessary to consult outside the school then staff should contact the LADO on 01942486034 or alternatively on the out of normal office hours on 01942 828300 or email: [LADO@wigan.gov.uk](mailto:LADO@wigan.gov.uk)

Staff can make a referral to Children's Social Care at: [Children's Services: Professional Referral Form. – Wigan Council](#) However, it is advised that you consult with the Designated Safeguarding Lead beforehand. If immediate concerns are identified, ring: 01942 828300 (Specialist Team Referral and Assessment –MAST)

**For any further information and updates please refer to the safeguarding board, speak to a designated safeguarding lead or consult the relevant safeguarding policies which are available in the staffroom.**