

# Safeguarding

Protecting those in our care from HARM

If you witness or suspect harm, or have any concern, you **MUST**:

**ACT IMMEDIATELY**

Consult immediately one of the following  
**DESIGNATED SAFEGUARDING OFFICERS**



Mel Lyons



Claire  
Naisbitt



Carly  
Beecroft

Or your line manager or senior manager on call.

**Maurice Jones is Director with responsibilities for safeguarding**

- If none of the above people are available, ask for them to be contacted. Make it clear that it is a safeguarding issue and therefore **URGENT!**
- Do not confront or report anything to the person you suspect, this could prejudice any enquiry that might follow.
- If the person you suspect is on the above list or close to someone on the list, go straight to the next person named.
- If you are not satisfied or cannot contact any of the above you must contact your local Social Service Department or the Police.
- You must do something straight away and be totally satisfied that you have been taken seriously.

**Please remember, there is a legal requirement to report concerns within 24 hours**

On discovery or suspicion of child abuse

If in doubt—**ACT**

Inform your designated person for Safeguarding

- **Green Gates Academy: Mel Lyons / Claire Naisbitt / Carly Beecroft**

If he/she is unavailable, contact a member of the school leadership team who then should take the following steps.  
(where the concern arises in extended school activities and it is not therefore possible to consult the designated person the Children's Hub should be the immediate point of contact.)

Where it is clear that a Safeguarding Referral is needed, contact the

**The Children's Hub without delay**

**Tel: 01429 284284**

**Out of hours Emergency Duty Team**

**Tel: 01642 524552**

If you are asked to monitor the situation be clear about:

- What you are expected to monitor
- How and or how long
- To whom you should feedback information

- Always make and keep a written record of all events and action taken
- Date and sign each entry to this record
- Keep records confidential and secure