

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



KARL FENTON



JANET ANDERSON



CARLY BEECROFT
(TRUST LEAD)

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 Chief Executive.
- If you are not satisfied or cannot contact any of the above you must contact your local Social Care Department or the Police.
- You must do something straight away and be totally satisfied that you have been taken seriously.

On discovery or suspicion of child abuse

If in doubt—**ACT**

Inform your designated person for Safeguarding

Hollis Academy: Karl Fenton/ Janet Anderson/ 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 First Contact Team should be the immediate point of contact.)

Where it is clear that a Safeguarding Referral is needed, contact the
The First Contact Team without delay **Tel: (01642) 726004**
Out of hours Emergency Duty Team **Tel: (08702) 402994**

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