



**'We Work Best When We Work  
Together'**

# **SAFEGUARDING PROTOCOL**

**Policy Update: June 2026**

**Policy to be reviewed by: June 2029**

# Safeguarding Concern Reporting Procedure

This procedure outlines the correct safeguarding reporting process for staff members, parents and carers. All safeguarding concerns must be treated seriously and reported immediately.

## Correct Safeguarding Protocol

·Any safeguarding concern must be reported immediately on the same day.

- Do not investigate concerns independently.
- Listen carefully and record factual information only.
- Do not promise confidentiality to a child or adult making a disclosure.
- Record concerns accurately using the school safeguarding reporting system.
- Report concerns directly to the Designated Safeguarding Lead (DSL).
- If the DSL is unavailable, report to the SENCO.
- If further escalation is required, contact the Principal immediately.
- In an emergency where a child is at immediate risk of harm, contact emergency services and inform school leadership as soon as possible.

## Who to Speak To

DSL: Angela Norrie

SENCO: Jenny Hooper

Principal: Genevieve McSorely

# Safeguarding Reporting Flowchart

## Safeguarding Concern Reporting Flowchart

