



**Designated  
Safeguarding Lead  
Mr James Mason**



# Safeguarding Children

at

## Sybil Andrews Academy

**We all have a statutory duty to report any incidents where we have any cause to suspect that a child is suffering or is likely to suffer significant harm.**

### **Neglect, Sexual Abuse, Physical Abuse, Emotional Abuse**

- Report the allegation immediately to the designated officers: **Mr Mason**, **Miss Putt**, **Mrs Hamilton**, or in their absence the **Principal or Deputy Principal in charge**. **Safeguarding Governor - Julie Kelly**.
- Any concerns about the Headteacher should be raised with the Trust's Director of Education, Rosemary Prince, and in the event of the Deputy Principal being suspected, report your concerns to the governing body.
- LADO (Local Authority Designated Officer) will be informed.
- Do not go to the member of staff, volunteer or visitor.
- Do not carry out any investigations.

If you have any concerns regarding Prevent, please report to the DSL.

It is NOT the responsibility of school staff, volunteers or visitors to form judgments or to make enquiries of parents or others involved.

The investigations are the statutory duty of others to perform.

- Tactfully and sympathetically listen to the concerns of the child. Do not ask leading questions. (these allegations may lead to criminal proceedings and your actions could jeopardize police investigations).
- Report any incidents or signs immediately in writing using the CP1 form.

**• Keep a note of the date and time •**