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Charles Darwin Community Primary School

Safeguarding Procedures

**At Charles Darwin Community Primary School we are committed to promoting the safeguarding and welfare of our children.**

**The information below summarises what we do in order to keep children safe.**

**CDCPS Safeguarding – Key Personnel**

**Whole school Designated Safeguarding Lead: Mrs Marianne Bennett**

[**head@charlesdarwin.cheshire.sch.uk**](mailto:head@charlesdarwin.cheshire.sch.uk)

**Deputy Designated Lead: Mrs Sharon Ronald**

[**deputy@charlesdarwin.cheshire.sch.uk**](mailto:deputy@charlesdarwin.cheshire.sch.uk)

**Jo Tilley and Kelly Newport also play key roles in whole school safeguarding**

**CDCPS School Governor with responsibility for safeguarding: Mrs Jenny Foulkes**

[**jfoulkes@charlesdarwin,cheshire.sch.uk**](mailto:jfoulkes@charlesdarwin,cheshire.sch.uk)

**Chair of Governors at CDCPS: Mr Graham Emmett**

[**chair@charlesdarwin.cheshire.sch.uk**](mailto:chair@charlesdarwin.cheshire.sch.uk)

**FLOW CHART ILLUSTRATING ACTIONS AND DECISIONS IF A SAFEGUARDING CONCERNS IS RAISED**

**This chart outlines school’s safeguarding procedures. Anyone with concerns about the well-being or safety of a child can make a referral by ringing**

**0300 1237047**

**01244 977277 out of hours**

**999 in an emergency.**

Member of school community has a concern about a child or child makes a disclosure.

**Designated Safeguarding Lead (DSL) - Adam Croft**

**Deputy Designated Safeguarding Lead – Marianne Bennett**

**Link Governor: Jenny Foulkes**

Alert DSL of concern by recording on internal system and by speaking directly to them if appropriate.

DSL reviews concern and makes a decision about next steps.

DSL will consult with other members of safeguarding team prior to referral decision made to refer the concern to social care.

Decision made to monitor the concern.

Decision made to discuss the concern with the parents / carers.

**Refer**

**Monitor**

**Discuss**

Once discussed with parents DLS may decide to monitor or refer to Children’s Social Care.

**Refer**

If referral is made DSL will inform parents of this decision before doing so.

Relevant adult(s) asked to monitor and to conduct regular “Voice of the Child” work and feedback to the DSL within an agreed timescale.

**Monitor**

*NSPCC Whistleblowing Helpline*

*0800 028 0285*

**Record**

**Referral to Children’s Social Care involves DSL making phone call to Integrated Access and Referral Team IART then following this up with completion of Multi Agency Referral Form (MARF)**

**Prevent/ Channel Referrals:**

DSL up-dates school system with all actions taken and any further information.

*Education Support Helpline*

*0800 562 561*

The IART aspect of CSC will make decision whether to:

* instigate an initial, social worker led assessment which must be completed within 45 days
* recommend a TAF (Team Around the Family) which could be led by school or other professional agencies
* take no further action