

### If you become aware that a member of staff/volunteer may have:

- Behaved in a way that **has harmed** a child, or **may have harmed** a child;
- Possibly committed a **criminal offence** against or related to a child or
- Behaved towards a child or children in a way that indicates they **may pose a risk of harm** to a child

### Where a young person discloses abuse or neglect

- Listen to the child. Take their allegations seriously.
- Reassure the child that you will take action to keep them safe
- Do not promise to keep secrets.
- Make a written record of what the child tells you.
- Explain to the child what you are going to do next.
- Do not question the child further or attempt to question the alleged abuser.

### Report immediately to the Designated Safeguarding Lead (DSL).

- The DSL at Calder House is Julie Delahay
- If the matter involves Julie Delahay, or she is unavailable, it should be brought to the attention of Jason Page, the Deputy DSL or Karen Prees (Chair of Governors).
- A written record of the matter will be kept in the Child Protection Issues Raised folder which is kept in a dedicated locked cabinet in the school office.
- If the matter involves Julie Delahay, Jason Page and Karen Prees, it should be investigated by Anne O'Doherty (headteacher at the Dominie School in London). Staff should contact Mrs O'Doherty directly on 0207 720 8783.
- A member of staff should contact Designated Officer directly only in exceptional circumstances and are asked to advise the DSL or Deputy DSL that they have done so.

Unless there is clear evidence to prove that the allegation is incorrect, the DSL **must** report the allegation within one working day to the Designated Officer for Allegations (formerly known as LADO).

**Designated Officer (direct line): 01225 713945**

Out of Hours Emergency Duty Service (5.30pm to 9.00am): 0845 6070 888

### The Designated Officer will:

1. Consider the relevant facts and concerns regarding the adult and child or children, including any previous history
2. Decide on next course of action - usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.

**If the allegation threshold is not met:** the Designated Officer will agree with an appropriate response with the school.

**If the allegation threshold is met:** a strategy meeting will normally be held either by phone or in person. Normally a senior manager/ safeguarding lead, the Designated Officer, HR, Police and social care are invited to attend. Relevant information is shared, risks to children are considered and appropriate action agreed –e.g. child protection and other enquiries, disciplinary measures or criminal proceedings. A record of the meeting will be made, and regular reviews will take place until a conclusion is reached.

**Please note:** This flowchart is intended as a brief guide. Staff should also refer to the School's Child Protection Policy and the latest Guidance from the DfE and Wiltshire Safeguarding Childrens' Board available at [www.wiltshirelscb.org](http://www.wiltshirelscb.org)