

If in Doubt...DO! IC

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

If staff have any concerns about a child's welfare, they must act on them immediately

Worries and concerns need to be reported in person to a member of the **SAFEGUARDING TEAM**.
If you need a member of the safeguarding team to come to you please call reception on 2000.

All worries and concerns must then be recorded on CPOMS under the name of the student that the concern is about.

SAFEGUARDING TEAM

Designated Safeguarding Lead

Kevin Laundon – kla@ifieldcc.co.uk

Deputy Safeguarding Lead

Ruby Baverstock – rba@ifieldcc.co.uk

Gemma Clarke- gcl@ifieldcc.co.uk

Assistant Safeguarding Officers

All Progress Leaders

All Pastoral Managers

Head Teacher

Rob Corbett

Governor

Angela Daniels –

angela.daniels@westsussex.gov.uk

LADO

LADO@westsussex.gov.uk - 0330 222 6450

Things to think about when recording an incident on CPOMS

- What you are worried about
- How it is affecting the student
- What have they disclosed?

Remember to use their words

- Do they have an injury?

Give a full description of the injury, where it is on the body, size & colour.

- Anything else you know about the student

**See Ruby Baverstock
if you are having
problems logging on
to CPOMS**

For further information on the statutory guidance around Safeguarding children please refer to Keeping Children Safe in Education: For School and College staff (part 1)

www.gov.uk

For External Agencies Child Protection Referral forms can be found – in KLA office, pastoral office, Reception and in the Medical room

Child Protection Policy can be found – STAFF ONLY -> Child Protection info -> CP Policy

www.ifieldcc.w-sussex.sch.uk