



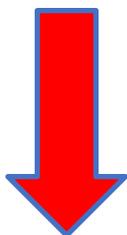
Drury Primary School

Safeguarding Reporting Procedures

if

- Observation leads to suspicion that someone is at risk
- A third party makes an allegation of an incident
- A vulnerable person discloses/alleges that they have been abused or are at risk

DO NOT



- Discuss it with the person about whom the allegation is made
- Ask leading questions

DO



Report to the Designated Safeguarding Person (DSP)
face-to-face

Elizabeth Jones -Head teacher

If unavailable, report to the Deputy Headteacher, DDSP: Sian Ellis

If unavailable, reporting member of staff takes action



External Reporting

- Report to Duty Officer at FCC (Schools Line): 01352 702702

*If no one answers the Schools Line, please call the main Child Protection switchboard on - 01352 701000

- Complete safeguarding referral form (template on Office Drive)

After reporting, implement actions as advised.

If the allegation is against the headteacher

Report to the Chair of Governors:

Mr. Simon Griffiths

simongriffiths@guywalmesley.co.uk

Record details on CPOMS

Use facts; not opinions