



SAFEGUARDING



CHILD PROTECTION GUIDANCE AND REFERRAL PROTOCOL



Mrs Emma Parfitt
HEADTEACHER
DESIGNATED SENIOR PERSON



Mrs Nerys Williams
TEACHER
DESIGNATED DEPUTY PERSON



Mr Steffan Phillips
TEACHER
DESIGNATED DEPUTY PERSON



Chris Jones
GOVERNOR
DESIGNATED SAFEGUARDING
GOVERNOR
07508 010852

CENTRAL REFERRAL TEAM

01554 742322

0300 333 222(Out of Hours) / 01558 824283

If there are concerns regarding neglect, physical, emotional or sexual abuse then under the **All-Wales Safeguarding** Procedures staff are duty bound to report the matter to the Designated Safeguarding Person.

The responsibility for investigating concerns or allegations lies with the Social Services Department and the Police.

Procedures to be followed by all staff:

1. Inform the school's safeguarding person if you have any concern with regards to the welfare or safety of a child.
2. If the safeguarding person is not available then, you should share your concern with the Deputy.
3. You should record any information as soon as possible by writing down the exact words used by the child.
4. If you witness any incident which you deem as inappropriate involving a member of staff and a child/vulnerable adult, then, you are duty bound to report the matter to the designated Child Protection person.
5. If the above persons are not available, and you assess the situation as serious or urgent then, you should refer your concern verbally to the above numbers.
6. All concerns are reported electronically using 'My Concern.'

SAFEGUARDING CHILDREN AND YOUNG PEOPLE IS EVERYONE'S BUSINESS