



# How to report your safeguarding concerns about...

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## ...A child

Report it to the designated safeguarding leads (DSL) or deputies, by:

*Recording the concern on CPOMS and tag in the DSLs and Deputy DSLs.*

If it is a mental health concern, report it by:

*Recording the concern on CPOMS and tag in the DSLs and Deputy DSLs.*

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## ... A member of staff

If it meets the 'harm' threshold:

*Report concerns about a member of staff or volunteer to the headteacher by reporting via Staff Safe.*

*Report concerns about the headteacher to the chair of governors (Jamie Bartlam), by contacting them on ([chair@twynning.gloucs.sch.uk](mailto:chair@twynning.gloucs.sch.uk))*

If there's a conflict of interest in reporting to the headteacher, go to the local authority designated officer (LADO): [Nigel Hatton]. You can contact them by: (calling 01454 868508 or emailing [lado@southglos.gov.uk](mailto:lado@southglos.gov.uk))

If it's a 'low-level' concern:

*Please report these concerns via Staff Safe.*

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## ...Our safeguarding practice

Speak to our DSLs (Lucy Halling and Mark Davies) or deputy DSLs (Julie Bowen and Lisa Lowe). If you feel you can't raise it in school or it isn't being addressed, you can use the NSPCC's whistle-blowing helpline on:

0800 028 0285 (8am to 8pm Monday to Friday; 9am to 6pm weekends)

[help@nspcc.org.uk](mailto:help@nspcc.org.uk)