

Devizes School Child Protection and Safeguarding Procedures

This is to be read in conjunction with the school's and WHF Child Protection and Safeguarding Policy. This document describes the procedures and responsibilities of all staff and visitors at Devizes School in respect of Child Protection. It is written with reference to Section 7 of the 2002 Education Act, Keeping Children Safe in Education (2016) and the Wiltshire Safeguarding Children Board (WSCB).

The Designated Safeguarding Lead (DSL) at Devizes School is Mr Phil Bevan, Deputy Designated Safeguarding Leads (DDSL) are Miss Sue Marshall and Mr Tim Andrew.

The Role of the Designated Safeguarding Leads (DSL)

The DSL has a duty to act upon any child protection issue brought to their attention to ensure the safety of the student and that the correct procedures, as laid down by the WSCB, are followed. The DSL is also responsible for annual whole staff training in safeguarding and ensuring that all staff are aware of the following procedures.

Steps to be taken by staff on disclosure or suspicion of a child protection issue

- Staff listen to student but do not question
- Staff explain confidentiality constraints to the student
- Staff must complete the school's Child Protection Record Form – writing a factual account of what was said and filling in all of the sections. Value judgements i.e. about the student's demeanour can be added but must be clearly stated as such
- Staff should then see the DSL who will decide on the next steps following the WSCB flowchart displayed in the staff room and other offices
- The DSL will see the student to explain any further procedures and may:
- Discuss with other DSLs if a referral to Social Services is required
- Contact the Multi-Agency Safeguarding Hub (MASH) for advice
- Complete the MASH Referral Form and email to the referral and Assessment team

All incidents are logged by the DSL and kept in a secure cabinet. Raising Achievement and Pastoral Leaders are notified if a student in their cohort has a Child Protection file but no details are disclosed. All staff are directed towards the Child Protection and Safeguarding section on the VLE where the school's Child Protection and Safeguarding Policy, Child Protection and Safeguarding Procedures, Child Protection Training PowerPoint and the Child Protection Record form are available.

Reviewed September 2017 - PNB