



# Safeguarding Procedure

**Safeguarding is everyone's responsibility**

## **Who are the DSL at Cliff Lane Primary?**

- **Carrie Ferguson** (Vice Principal) Based in Vice Principal/SENDSCO office full time.
- **Caroline Griffiths** Based in the Senior Admin Office full time
- **Nadia Bossé** Based in Principal's office full time
- **Suzanne Allen** Based in Year 5 classroom in the mornings and Pastoral room in the afternoons.

## **Yellow Forms**

- Please log all concerns on "My Concern". If this is not available concern forms can be found in all rooms within the school as well as in the main office. If you need to fill in a form do not discuss it with anyone other than one of the DSLs.
- Once it is filled in hand it in person to the DSL, make sure that you sign and date it.
- If you have a concern that you are unsure whether it is safeguarding, you can speak to a DSL.
- DSL will decide what action is taken;
  - *Inform parent/carer, record and file.*
  - *Call MASH consultation line for advice, record and file.*
  - *Make referral, MARF, record and file.*
  - *Complete a CAF, only with parental consent.*
  - *If a child already has a social worker, we will inform them of the concern.*