

# CANBURY SCHOOL

## Child Safeguarding Internal Procedures for Designated Persons

1. The Designated Person (RFM or AE) will collate the evidence.
2. A decision will be made as to whether there is a genuine concern:
  - If no (the evidence does not support referral), record the concern and action taken, communicate and monitor.
  - If unsure, consult the local authority's Safeguarding Services (see contact details below). If advised there is not sufficient evidence to support referral, follow above procedure. If there is evidence supporting referral, follow procedure below.
  - If evidence supports referral, inform Safeguarding Services by telephone within 24 hours of disclosure or suspicion (see contact details below). Agree action to protect the child. Assist the investigation. Copy referral to the Child Safeguarding Advisor. Inform Social Services in writing.
  - If there is an allegation against a member of staff, it is essential the matter is dealt with fairly, quickly and consistently, providing effective protection for the child and support for the person who is the subject of the allegation. The allegation must be reported to the Head (or if it is against the Head, to the Chair of Governors). If the allegation is sufficiently serious, it must be reported to the LA designated officer the same day. The LA designated officer will discuss the matter with the Head (or Chair of Governors) and a decision made on what action to take. The Head (or Chair of Governors) should not investigate the allegation at this stage.

Contact details for Child Safeguarding Services:

020 8547 6587	Monday-Thursday	08.45-17.00
	Friday	08.45-16.45

Email: [safeguarding@rbk.kingston.gov.uk](mailto:safeguarding@rbk.kingston.gov.uk)

or submit on line at:

[www.kingston.gov.uk/browse/health/children\\_and\\_family\\_services](http://www.kingston.gov.uk/browse/health/children_and_family_services)

Out of hours emergencies:

Children's Emergency Duty Team: 020 8770 5000