



Safeguarding Procedures — summary (one page)

Our safeguarding policy explains how we keep pupils safe. These procedures set out the key steps we take when a concern is raised and how to report it.

Who to contact

- Designated Safeguarding Lead (DSL): Mrs Sam Conlon
- Tel: 0116 288 2228 | Email: dsl@glenmere.leics.sch.uk
- Deputy DSL: Tami Dorrington (use same contact if the DSL is unavailable)

How to raise a concern

- If you are worried about a pupil's safety or welfare, contact the DSL immediately by phone or email.
- For an urgent risk of harm or immediate danger call the police on 999.
- If you are worried about a child in Leicestershire contact Leicestershire First Response Children's Duty Team: 0116 305 0005 or childrensduty@leics.gov.uk.
- Staff and volunteers must complete the school's internal reporting form and inform the DSL without delay.

What happens next (timescales and actions)

- Acknowledge: We will acknowledge parental or external concerns within 24 hours (term time).
- Initial assessment: The DSL will assess the concern and decide whether to provide school support, start multi-agency early help, or refer to children's social care and/or police.
- Referral: If there is reasonable cause to suspect a pupil is suffering, or likely to suffer, significant harm we will refer to children's social care and, where appropriate, the police.
- Feedback: Where appropriate and safe, we will inform the person who raised the concern of the action taken and next steps.

Allegations about staff

- Allegations that a member of staff has harmed, or may have harmed, a pupil will be reported to the Headteacher (or Chair of Governors if the allegation concerns the Headteacher) and referred to the Local Authority Designated Officer (LADO) as required by statutory guidance.

Record-keeping and confidentiality

- All concerns, actions and decisions are recorded on secure, time-stamped systems and kept in line with data protection requirements. Information is shared only on a need-to-know basis.

Other key points

- Safer recruitment: All staff and volunteers undertake enhanced DBS checks and references.
- Whistleblowing: Staff can use the school's whistleblowing process or contact the NSPCC Whistleblowing Advice Line: 0800 028 0285 / help@nspcc.org.uk.
- Online safety: We teach pupils to stay safe online and have systems to report and respond to online concerns.
- EYFS/Ofsted: Our EYFS provision follows EYFS safeguarding requirements; we notify Ofsted or other regulators where required.

