



Hebden Royd CE Primary School Safeguarding Procedures

An adult or child has a concern about an adult in School.

Speak to the Head straight away. If the concern is about the Head, speak to the Chair of Governors.

Head will address immediately, and seek further advice as required. LADO will be contacted immediately.

An adult or child has a concern over a child.

Concerns recorded onto CPOMS by the adult which alerts the DSL's in school (Ms. Hannan, Mr. Paton or Mrs. Beevers)

Notification marked as read. Any action is recorded onto CPOMS. Feedback given to child or staff member(s) concerned as needed.

A child makes a disclosure to an adult or expresses concern for another child.

Remember TED

Tell me, explain to me, Describe to me

Referral made to MAST, Family Support or the Early Intervention Team as appropriate.