




Safeguarding



Holbrook Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Child Protection – every member of staff, supply staff and volunteers has a duty to be vigilant to the indicators of abuse, and to refer concerns to the designated member of staff.

Who are the Key Contacts?

| Designated Safeguarding Leads (DSL) for Child Protection | | |
|---|---|---|
|  |  |  |
| Mr Ian Holmes Head teacher | Mrs Natalie Davies Deputy Head teacher | Mrs Catherine Brooks Assistant Head (Inclusion) |

Safeguarding concerns must be shared without delay with a designated safeguarding member of staff. If a designated person is not available, in an emergency or if you are not happy with the schools action, advice from the police or MASH must be sought.

What to do if you are worried about a child:

- Write down your concerns and what has made you concerned.
- Contact the Designated Safeguarding Lead immediately.
- Give the DSL a copy of your notes. **Treat all discussions/ notes as confidential.**

What to do if the allegations refer to a member of staff, please contact the DSL in the first instance. If the allegation refers to the DSL (Head teacher), then contact our Safeguarding Governor Mrs S Garnham via email sgarnham@holbrookprimaryschool.com

To report a concern directly please contact MASH on;

- Request for support E-Form: <http://sussex.procedures.org.uk/>
- Email: MASH@westsussex.gov.uk
- To raise a concern (weekdays between 9-5pm) telephone: 01403 229 900 out of hours: 0330 222 6664

Key contact list for West Sussex

| Agency | Telephone contact |
|---|--|
| Multi Agency Safeguarding Hub (MASH) | 01403 229900 Out of hours 0330 222 6664 |
| West Sussex Safeguarding Children Board | 0330 222 2655 |
| Police Safeguarding Investigations Unit | 101 and ask for the Safeguarding Investigations Unit |
| Designated Nurse Safeguarding Children: | 07770 800 247 |
| Educational Welfare Service | 01403 229023 |
| Local Authority Designated Officer (LADO) | 033022 23339 |

For further information please refer to the school's Safeguarding policies.