

# What to do if you have a safeguarding concern at The Bridge Academy?

## Why are you concerned?

- Disclosure / voice of the child / online violation / contextual
- Allegation / concern against staff / volunteer (remember to follow the managing allegations procedure)
  - Child's appearance / inappropriate or unsuitable clothing
- Change in child's behaviour / overheard a conversation / unseen / truancy
  - Witnessed concerning behaviour / risk to self and others

**Immediately record your concern on MyConcern – online reporting or on a 'Cause for Concern' Form, located in the Main Office.**

## Forward onto the Designated Safeguarding Lead (DSL) without delay

- Clarify any concerns if needed (TED – Tell, Explain, Describe)
  - Use the child's own words
- Sign & date the record (online reporting does this for you)
  - Use the 6R's to address the concern appropriately.

**Designated Safeguarding Lead will review the referral and make a decision on next steps. Feedback is given to staff / referrer on next steps, on a need to know basis.**

### Referral / further discussion

- Consider whether the child is at risk of immediate harm e.g. unsafe to go home
- Discussion / referral to other agencies as appropriate
- If the allegation is against a professional, alert the Headteacher (or Chair of LGB)
- Consult with ESAS / SCASS if appropriate.

### In School Monitoring by DSL or assigned leader

- Consider what you are monitoring (behaviour, trends, attendance, interventions)
- Consider the timeline of monitoring
- Consider where, how and to who will feedback
- Consider where the monitoring will be recorded (usually MyC)
- Inform the parent / carer of any support provided.

**Record the decision, in full detail.**

**At all stages the child's circumstances will be kept under review  
The DSL will re-refer if required to ensure the child's safety is paramount**