

SAFEGUARDING AND CHILD PROTECTION PROTOCOL IN THE ABSENCE OF THE DESIGNATED LEAD

- In the absence of the Designated Safeguarding Lead (Headteacher), any Safeguarding concerns should be reported to the Deputy Designated Safeguarding Lead (Deputy Headteacher) and must be recorded on a Logging a Concern form. In the absence of both HT and DHT, the next in line of responsibility within the school should take action.
- If both HT and DHT are off the premises one or both should be contacted immediately. If unable to reach by phone call, send a text or e-mail, making sure the words **urgent** and **Safeguarding or Child Protection matter** are included in the body of the text.
- If no response is received within **30 minutes (or sooner if it is near the end of the school day)**, telephone the location where the HT / DHT is training / meeting and ask to speak to them as a matter of urgency.
- Whilst waiting for the HT / DHT to get back in touch, contact Grainne Burns/ Sue Mowle at the DESC and let them know about the situation, including that you are having difficulty contacting the individual (s) responsible for safeguarding. If you leave a voice message or send an e-mail **mention that it is an urgent safeguarding/child protection matter.**
- You could also try telephoning the School's Link Advisor for advice.
- If you are unable to contact any of the above people, telephone Social Care (686179 - ext 2) and ask to speak to the Duty Social Worker and share your concerns.
- Follow the advice given, which may require moving a child to a place of safety for social care and police to interview without them having contact with a parent.
- You may be asked to share your concerns with the parent and gain consent for an interview.
- You are likely to be asked to complete a **Multi-Agency Referral Form (MARF)**. Include as much factual detail as you can from the Logging a Concern form.