

South West Music School

Child Protection and Safeguarding Process

Who can raise a concern?

- **ANYONE** can raise a concern of abuse and neglect
- Safeguarding is the responsibility of everyone, not just those who work directly with children

When a young person discloses abuse or neglect:

- Listen; take their allegation seriously; reassure that you will take action to keep them safe
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

Discuss concerns with Designated Safeguarding Lead: **Jennie Troup** (07515 902847)

- The **DSL** will consider further actions required, gather initial information and offer support and guidance
- All concerns will be recorded in writing and the Trustees consulted and kept informed
- The **Trustee** responsible for overseeing SWMS Safeguarding and Pastoral issues is **Oliver Leaman**
- If an allegation is made against a member of staff, the **General Manager, Tracy Hill**, will be contacted immediately to liaise directly with the Local Authority Designated Officer (**LADO**)

DSL to assess immediate safety and decide next steps

DSL/Professional discusses concerns with parents/carers of the child and explains what steps they will take next (if this does not put the child at further risk or could affect a police investigation)

Additional/unmet concerns should always be reported again

Report potential criminal activity to **Police**

Report all concerns to the relevant **Local Authority Safeguarding Unit.**

Local Authority Action:

- Acknowledge receipt of referral
- Record details of the concerns
- Will decide on next course of action (e.g. further assessment, no further action required, or Early Help CAF recommended; referral to other agency for service provision)

Contact us:

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