**What to do if you are worried about a child :**

1. Share your thoughts and concerns with the Designated Safeguarding Lead (DSL) Craig Fletcher, or the Deputy Designated Safeguarding Leads (DDSL) Rachel Campbell or Emily Isbell immediately, or when safe to do so. Any allegation must be taken to the above named safeguarding team immediately, prior to any action being taken.

2. Do not leave or exit the building or learning area without speaking to the DSL or DDSL.

3. Always be cautious and professionally curious. Consider the opportunity that *‘it could happen here’* and be alert to risks related to abuse around the young person or vulnerable adult.

**If you have a concern about a member of staff :**

1. Speak directly to the Headteacher/Directors (Emily Greenhalgh and/or Alison Laws.) If your concern relates to the Directors, contact the LADO at Middlesbrough Local Authority.

2. Do not discuss these concerns or seek advice from any other employees or colleagues.

**Safeguarding Contacts :**

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| **Middlesbrough Multi-Agency Children's Hub**  The Children's Hub provides information, advice and guidance on services and support for children, young people and families.  **Telephone:** 01642 726004  **Email:** [MiddlesbroughMACH@middlesbrough.gov.uk](mailto:MiddlesbroughMACH@middlesbrough.gov.uk) |

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| **Children’s Services** | **Tel. office hours** | **Tel. out of hours** | **Email** |
| **Hartlepool** | 01429 284284  01642 130080 | 01642 524552 | [childrenshub@hartlepool.gov.uk](mailto:childrenshub@hartlepool.gov.uk) |
| **Middlesbrough** | 01642 726004 | 01642 524552 | [MiddlesbroughMACH@middlesbrough.gov.uk](mailto:MiddlesbroughMACH@middlesbrough.gov.uk) |
| **Redcar & Cleveland** | 01642 130700 | 01642 524552 | [RedcarMACH@redcar-cleveland.gov.uk](mailto:RedcarMACH@redcar-cleveland.gov.uk) |
| **Stockton-on-Tees** | 01642 130080  01429 284284 | 01642 524552 | [childrenshub@hartlepool.gov.uk](mailto:childrenshub@hartlepool.gov.uk) |
| **North Yorkshire** | 01609 780780 | 01609780780 | [children&families@northyorks.gov.uk](mailto:children&families@northyorks.gov.uk) |
| **Durham** | 03000 267979 | 03000 267979 | [Firstcontact@durham.gov.uk](mailto:Firstcontact@durham.gov.uk) |
| **Darlington** | 01325 406252 | 01642 524552 | **PLEASE NOTE:** This email address is for out of hours only and should only be used if contact cannot be made by telephone:  [childrensfrontdoor@darlington.gov.uk](mailto:childrensfrontdoor@darlington.gov.uk) |

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| **LADO :**  For matters concerning allegations against employees of a safeguarding nature contact must be made with:  **Secure Email:** middlesbroughlado@middlesbrough.gov.uk  **Telephone:** 01642 726004 |

**In an emergency, contact the Police.**

**Telephone: 999**

**What to do if you have a safeguarding concern regarding a young person:**

The DSL/DDSL will speak with the YP regarding the concerns/allegations made, making clear that social care will be informed, and the following actions taken:

YP makes a disclosure to a member of staff, or staff have a concern regarding a YP.

Report immediately to the DSL, or the DDSL. If it is safe to do so, ask another member of staff to supervise yp where necessary.

Log the new incident on CPOMS, alerting the DSL and both DDSLs.

Host sch/referrer informed if necessary.

The DSL or the DDSL may ask you to write a detailed report of your concerns and allegations. The DSL/DDSL will carry out further investigation and decide on the appropriate course of action.

No further action taken. Recorded on system as ‘cause for concern’ and feedback sections (actions) completed on CPOMS.

Referral made to Social Care team as child protection (s. 47) and host school informed if necessary.

**After the referral has been made :**

The DSL will discuss with the member of staff and let them know they have followed up their concerns during staff briefing if appropriate to do so. This will be logged on the safeguarding system CPOMS under ‘actions.’

Social Care will alert Hopefields within 24 hours of their course of action and the outcome. If Hopefields have not received a response within 24 hours, DSL/DDSL will telephone The Children’s Hub for an update.

If you disagree with the decision made by the Social Care team, you can make a referral directly to the team yourself by completing a ‘Safer Referral Form’ which can be found on the website: [www.teescpp.org.uk](http://www.teescpp.org.uk), by clicking the ‘download referral form.’ Upon completion of the form, email it to the address on the form given and copy the DSL into the email.

**What to do if you have a safeguarding concern regarding a member of staff or volunteer working at Hopefields:**

1. Report your concern to the Directors, Emily Greenhalgh or Alison Laws. Do not discuss with any other member of staff prior to speaking with the Directors.

2. Emily Greenhalgh, Headteacher, will report the concerns to the LADO immediately, which will trigger full investigation.

3. If the concern is regarding Emily Greenhalgh herself, this should be reported to Alison Laws (director) and the LADO. The LADO will then carry out a full investigation.

**Appendix A – changes/updates/amendments**

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| --- | --- | --- | --- |
| **Date** | **Change made** | **Action to complete** | **Staff name** |
| 13/11/2023 | Change to the order of the policy | N/A | CF |
| 04/11/2024  19/12/2024  04/08/2025 | PR removed from DDSL list, replaced with EI.  Darlington email for safer changed.  EG removed from DDSL list , replaced with RC  Review | As above, completed. | ERG  SJ  CF |