



What to do if you are worried about a child :

1. Share your thoughts and concerns with the Designated Safeguarding Lead (DSL) Emily Greenhalgh, or the Deputy Designated Safeguarding Lead (DDSL) Alison Laws immediately, or when safe to do so.
2. Do not leave or exit the building or learning area without speaking to them DSL or DDSL.
3. Always be cautious. Consider the opportunity that 'it could happen here' and be alert to risks related to abuse around the young person.

If you have a concern about a member of staff :

1. Speak directly to Emily Greenhalgh or Alison Laws, Directors.
2. Do not discuss these concerns or seek advice from any other employees or colleagues.

Safeguarding Contacts :

The Children's Hub (Hartlepool and Stockton-on-Tees)

The Children's Hub provides information, advice and guidance on services and support for children, young people and families.

Telephone: 01642 130080

Email: childrenshub@hartlepool.gov.uk



HOPEFIELDS

Hopefields Education

Safeguarding Referral Processes

Updated 1st July 2020

Emergency Duty Team (outside of office hours)

The Emergency Duty Team provides an out-of-hours response to emergency situations involving child protection, child care, mental health and other adult care service matters.

Telephone: 01642 524552 (For outside office hours)

LADO :

For matters concerning allegations against employees of a safeguarding nature contact must be made with:

Philip Curtis, the Local Authority Designated Officer (LADO)

Email: phil.curtis@hartlepool.gov.uk

Secure Email: LADO@hartlepool.gcsx.gov.uk

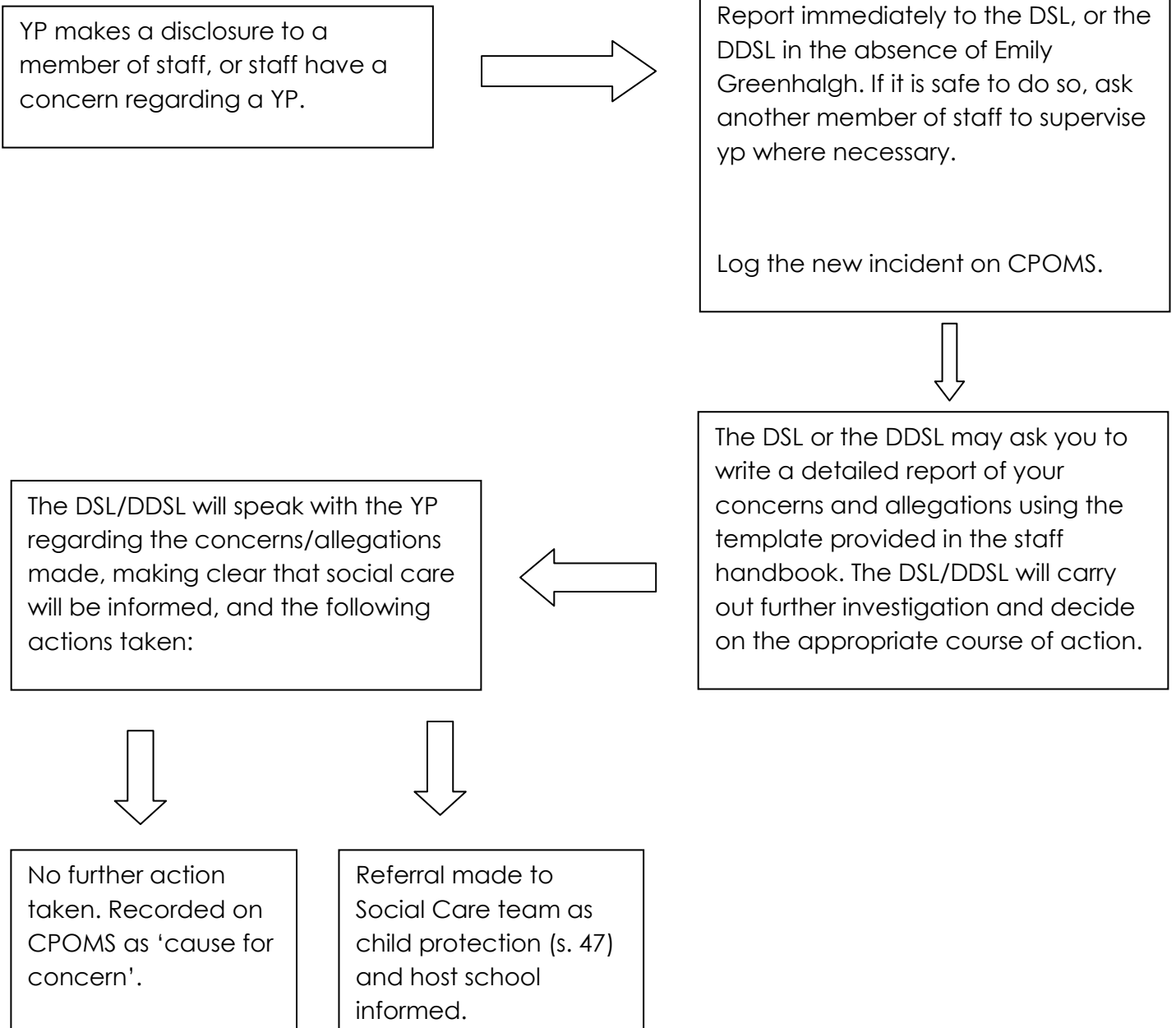
Telephone: 01429 401844 **Mobile number:** 07787 697635

In an emergency, contact the Police.

Telephone: 999



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





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

1. Report your concern to Emily Greenhalgh, DSL. Do not discuss with any other member of staff prior to speaking with the DSL.
2. Emily Greenhalgh 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, DDSL and the LADO. The LADO will then carry out a full investigation.

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. This will be logged on CPOMS. 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 to 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, 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.