

# Ottery St Mary Primary School

## Procedures for Safeguarding Concerns



Log these in **CPOMS** as soon as they arise.

Send alerts to the **Senior Designated Lead/Headteacher** (Mark Gilronan) or the **Deputy Designated Leads** (Alice Purcell, Dan Western and Anna Vine) and any other staff that **need to know**

If you need to complete a concern form or body map these can be found in the Safeguarding Information Folder in the staffroom

**Keep all contemporaneous notes and written documentation and pass them onto the Headteacher to scan into the CPOMS system**

If you cannot find the Designated Lead(s) and are concerned, contact MASH using the details below

### Allegations Against Staff

**DO NOT INVESTIGATE**

Make a clear record and pass it onto the **Headteacher** immediately

If the allegation is against the Headteacher, report it to the **Chair of Governors** (Oliver Helm)

**If you do not feel confident that your concerns will be taken seriously, contact the Local Area Designated Officer (LADO) directly on 01392 384964**



Telephone: **0345 155 1071**

Email: [mashsecure@devon.ggsx.gov.uk](mailto:mashsecure@devon.ggsx.gov.uk)

Fax: **01392 448951**

Referral Form: available at:

[www.devon.gov.uk/mash-enquiryform.doc](http://www.devon.gov.uk/mash-enquiryform.doc)

Post: **Multi-Agency Safeguarding Hub, PO Box 723, Exeter EX1 9QS**

For consultation enquiries please contact:

**01392 388 361 / 01392 388 362 / 01392 388 367**

Emergency Duty Team—out of hours **0845 6000 388**

