



## Ottery St Mary Primary School

### Procedures for Safeguarding Concerns

Log these in **CPOMS** as soon as they arise and send alerts to the **Senior Designated Safeguarding Lead** (Dan Western) or the **Deputy Designated Safeguarding Leads** (Frankie Finlay and Katie Tyrrell) and any other staff who need to know.



Dan Western



Frankie Finlay



Katie Tyrrell

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 ensure they are scanned into the CPOMS system.** If you cannot find the Designated Safeguarding Lead(s) and you are concerned about the safety of a child, contact MASH directly using the contact details below. **If you feel it is an emergency, call 999.**

### 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 (details on school website). **If you do not feel that your concerns will be taken seriously, contact the Local Area Designated Safeguarding Officer (LADO) directly on (01392) 384964**



Telephone: **0345 155 1071**

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

Information for professionals available at:

[www.dcfp.org.uk/training-and-resources/multi-agency-safeguarding-hub-in-devon/making-a-mash-contact/](http://www.dcfp.org.uk/training-and-resources/multi-agency-safeguarding-hub-in-devon/making-a-mash-contact/)

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

Emergency Duty Team - out of hours: **0845 6000 388**

