



What to do if you are concerned about a pupil at Lanesfield Primary School

Immediately, verbally inform the DSL- Designated Safeguarding Lead or in her absence a DDSL- Deputy Designated Safeguarding Lead of your concern.



Record your concerns on a Child Protection Record of Concern Form. If there are marks on the pupil's body record these on a Body Map Form.
Forms are available on the Safeguarding Display outside the School Office, in the Staffroom and online in the staff shared area.



Return the completed form in a sealed envelope to the DSL or in her absence a DDSL as soon as possible. The form must be dated and a time recorded.



Once concerns have been reported the matter must then be left to the DSL and the DDSL to deal with. They will consider referral to Early Help and if needed to complete a MARF form.



The DSL or DDSL will record the outcomes and actions relating to the concern and they will feedback to the person who raised the concern within 24 hours.

Lanesfield Primary Safeguarding Team



Mrs Rollinson DSL



Mrs Davidson DDSL



Mrs Abley DDSL

Mash Hub number is 01902 555392