

# Matlock Bath Holy Trinity CofE (VC) Primary School

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[www.mbhtprimary.org.uk](http://www.mbhtprimary.org.uk)

Headteacher: Mr Chris Layhe-Humphreys



## Safeguarding Procedures

- 1) Something not quite right / out of the ordinary for that child – mention to Class Teacher. Complete a concern form on 'MyConcerns'. If you do not have a log in for MyConcerns, Class Teacher to complete.
  - a. DSLs will get notified via email once the MyConcern has been submitted.
- 2) Serious worry / concern – As above regarding completing the MyConcern form.
  - a. Ask non-leading questions discretely
  - b. Ensure Chris Layhe-Humphreys is informed as soon as possible (before completing the MyConcern). If CLH is not available, inform Deputy DSLs (Flori Bors and Vicki Parkin) immediately who will phone CLH to update.
- 3) Keep things confidential between yourself and Chris Layhe-Humphreys only.
- 4) Chris Layhe-Humphreys will inform internally those who need to know only.
- 5) In the absence of Chris Layhe-Humphreys, speak with Flori Bors or Vicki Parkin who are the Deputy Designated Safeguarding Leads.
- 6) Chris Layhe-Humphreys will decide the next course of action to take.
- 7) In an emergency, and Chris Layhe-Humphreys is absent, inform Flori Bors or Vicki Parkin who will contact Starting Point immediately on 01629 533190.

Previous Child Protection & Safeguarding records are kept locked in the Head Teacher's office. Information from Summer 2022 is now recorded on MyConcerns.

If **ever** there is any doubt about anything to do with the children's well-being, see Chris Layhe-Humphreys as soon as possible.

**If YOU need any advice or support with anything you have dealt with, please speak with Chris Layhe-Humphreys at any point.**

Imagine, Believe, Achieve

"Let us run the race before us and never give up" Hebrews 12:1