

## How to make a referral

Should you have any Safeguarding concerns about our children or families, please speak directly to one of our Designated Safeguarding Leads in the first instance. Contact can be made by either directly visiting the school or phoning the School Office on (01535) 642359. All disclosures are treated in the strictest confidence. During weekends and holidays when school is closed, please make any referrals to:

- Children's Social Services Initial Contact Point – **01274 437500** During office hours (8.30am – 5pm Monday to Thursday, 4.30pm on Friday) At all other times: Social Services Emergency Duty Team – **01274 431010**
- If you have reason to believe that a child is at **immediate risk of harm**, contact the police on **999**
- For all general enquiries, please contact Children's Specialist Services on **01274 435600**

In the event that you have a Safeguarding concern about a member of staff, please contact the Headteacher directly. If you have a Safeguarding concern about the Headteacher, please contact our Chair of Governors, Mrs Rachel Van Der Boon, whose contact details are available from the School Office. In either case the Headteacher or Chair of Governors will then refer to the Managing Allegations Policy when investigating the concern.

