



SAFEGUARDING STEPS

1. Record, 2. Report, 3. Follow-Up

RECORD

COMPLETE THE SAFEGUARDING FORM
OR INPUT ON CPOMS

- DATE and TIME
- NAME OF CHILD
- DETAILS OF INCIDENT
- DESCRIPTION / CATEGORY
- BODY MAP (if required)
- LINKED LEARNERS ACROSS
THE ACADEMY

REPORT

SHARE YOUR CONCERNS WITH

DESIGNATED SAFEGUARDING LEAD
Amy Paoli / Ashley Chapman

DEPUTY DESIGNATED SAFEGUARDING LEAD
Sally Hornby

SAFEGUARDING OFFICER
Maxine Adams

ALERT PPS-SAFEGUARDING ON CPOMS
SPEAK TO ONE OF THE SAFEGUARDING
TEAM ABOVE AND CHECK THAT
YOUR CONCERN HAS
BEEN ACTED UPON

FOLLOW UP

Other key contacts:

Vince Groak, Headteacher

Angela McLatchie, Operations Manager

Lisa Dosser, LADO - lado@eastriding.gov.uk

Andy Haynes, Safeguarding Governor

Dean Grainger, Safeguarding Governor