



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
Maxine Adams

DEPUTY DESIGNATED SAFEGUARDING LEAD
Sally Hornby, Claire Davies

ALERT PPS-SAFEGUARDING ON CPOMS

FOLLOW UP

SPEAK TO ONE OF THE SAFEGUARDING
TEAM ABOVE AND CHECK THAT
YOUR CONCERN HAS
BEEN ACTED UPON

Other key contacts:

Angela McLatchie, Operations Manager
Lisa Dosser, LADO - lado@eastriding.gov.uk
David Thomas, Safeguarding Governor