







# Safeguarding Essential Information



# MOULSFORD

Designated Safeguarding Leads	Frequently Asked Questions	Important Contacts and Links										
<div><p><b>Designated Safeguarding Lead</b> Mrs Sabrina McMann (Year 6 Teacher) E: smcmann@moultsford.com T: 01491651438</p></div> <div><p><b>Nominated Child Protection Governor</b> Anna Cutts E: a.cutts@cheltenhamcollege.org T: 07973684894</p></div> <div><p><b>Deputy Designated Safeguarding Lead</b> Mr B Beardmore-Gray (Headmaster) E: bbeardmoregray@moultsford.com T: 01491 651438</p></div> <div><p><b>Deputy Designated Safeguarding Lead</b> Mr J Noble (Director of Activities) E: jnoble@moultsford.com T: 01491 651438</p></div> <div><p><b>EYFS Designated Safeguarding Lead</b> Mrs Cecelia McKenzie (Acting Head, EYFS) E: cmckenzie@moultsford.com T: 01491 651438</p></div> <div><p><b>Safeguarding Trained Personnel</b> Mrs A Gipson (Matron) E: matron.sec@moultsford.com T: 01491 651438</p></div>	<p><b>What is the difference between the terms ‘safeguarding’ and ‘child protection’?</b> Safeguarding and child protection are certainly terms that overlap. It is sometimes useful to think of safeguarding as a filing cabinet and child protection is simply one drawer. Safeguarding is what we do to prevent harm, while child protection is the way in which we respond to harm. Always pass your concerns about a pupil on, even it seems trivial at the time, it might just be an important piece of a bigger jigsaw of concern.</p> <p><b>What happens if I have a safeguarding concern out of term time?</b> If you have a child protection concern during school holidays, you should call the DSL or any one of the DDSLs. If your concern is of an urgent nature in that you think that a child or young person is at immediate risk of harm then call the Mash Team.</p> <p><b>Is it enough to tell a member of the DSL team or should I put it in writing?</b> Always put concerns you have onto the Wellbeing section of iSams, even if you have told a member of the DSL team. Always remember to record your concern as factually and accurately as possible.</p> <p><b>I know someone who wants to come into school for a couple of weeks to help with a project I am doing. Is it enough to sign them in as a visitor?</b> No. You must contact HR who will advise you. All visitors are also required to complete a Visiting Speaker Agreement. Staff responsible for the visitor need to complete the <a href="#">Google Form</a> at least a week prior to their visit.</p>	<p>If you have concerns for a child which are of an urgent nature (i.e. a child appears to require immediate protection), contact:</p> <p>Multi Agency Safeguarding Hub (<b>MASH Team</b>) T: 0345 050 7666 E: <a href="mailto:mash-childrens@oxfordshire.gcsx.gov.uk">mash-childrens@oxfordshire.gcsx.gov.uk</a></p> <p>Oxfordshire Safeguarding Children's Board <b>School's LADO:</b> Jo Lloyd T: 01865 810603 / 01865816382 / 07901331799 E: <a href="mailto:lado.safeguardingchildren@oxfordshire.gov.uk">lado.safeguardingchildren@oxfordshire.gov.uk</a></p> <table><tr><td><b>RECEIVE</b></td><td>Listen carefully without interrupting</td></tr><tr><td><b>RESPOND</b></td><td>DO NOT ask questions, except for clarification DO NOT give an opinion DO NOT promise confidentiality</td></tr><tr><td><b>REASSURE</b></td><td>Explain what you will do next</td></tr><tr><td><b>RECORD</b></td><td>Write notes as soon afterwards as possible and log onto iSams Wellbeing Manager</td></tr><tr><td><b>REPORT</b></td><td>Refer to DSL immediately, unless it concerns a member of staff in which case go straight to the Head.</td></tr></table> <p><b>Documentation</b> Please find the following links to relevant Safeguarding policies and documentation.</p> <p><a href="#">KCSIE 2023</a> <a href="#">Safeguarding Policy</a> <a href="#">Reporting Forms &amp; Body Maps</a></p> <p><a href="#">MASH website</a> <a href="#">Oxfordshire Safeguarding Children's Board</a></p>	<b>RECEIVE</b>	Listen carefully without interrupting	<b>RESPOND</b>	DO NOT ask questions, except for clarification DO NOT give an opinion DO NOT promise confidentiality	<b>REASSURE</b>	Explain what you will do next	<b>RECORD</b>	Write notes as soon afterwards as possible and log onto iSams Wellbeing Manager	<b>REPORT</b>	Refer to DSL immediately, unless it concerns a member of staff in which case go straight to the Head.
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