



SAFEGUARDING CHILDREN:

FOLLOWING POLICY AND PROCEDURE AT PORTFIELD SCHOOL:

All staff at Portfield School are bound by Policy and Procedure and have a duty of care for the safeguarding of ALL children and young people within the school.

Please see the process by which staff must adhere to AT ALL TIMES:

Disclosure by a child or young adult/ Observations/ Concerns raised



Staff report the above to a Designated Safeguarding Person (DSP) at school



DSP will seek advice from CCAT (Child Care Assessment Team)



CCAT will advise the DSP on the next steps.



CCAT advise the DSP to complete a MARF (Multi-Agency Referral Form)



MARF submitted – A social worker will read the information in the MARF and advise school as to the next steps.



It is the decision of CCAT as to whether the school can contact the parents at this point.



Possible next steps:

External agencies will come into school to talk with the young person **OR**

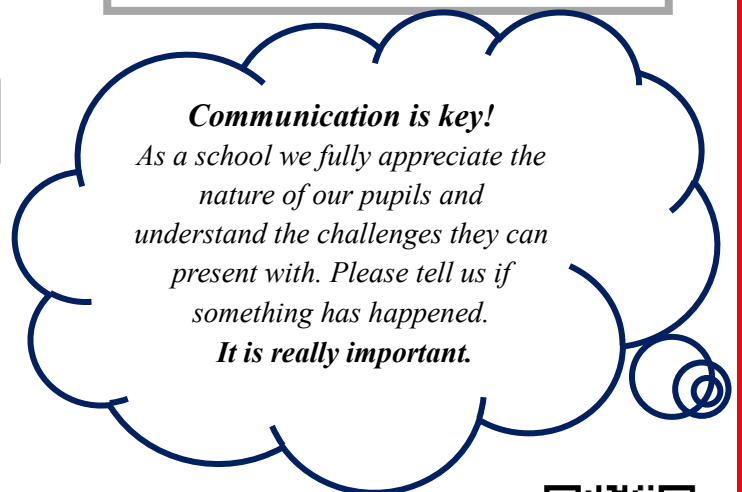
External agencies will lead the process and make contact with the parents/carers to explain what is happening/the next steps



CCAT advise the DSP to contact the parents/carers, to discuss what has been observed or seen.



The DSP will phone parents/carers and discuss the situation.



For more information, please scan the QR code to access the All Wales Safeguarding website

