

## *The Six GOLDEN Rules of Safeguarding at BHPS*

- 1) *Always assume that it could happen here*
- 2) *Always act in the best interest of the child*
- 3) *Always act on a concern - however small - it could be a small piece of a bigger puzzle!*
- 4) *Act quickly - inform the DSL*
- 5) *Record any concerns fully and accurately*
- 6) *Follow up*



## WHO SHOULD YOU CONTACT IF YOU HAVE A CONCERN?

Who is the concern about?	....a child	....a staff member	....the headteacher
Who do I contact?	Any DSL: Kate Lawrence, Kath Sargeant, Catherine Sharrock, Helen Lucas, Laura Fearon	The Headteacher only - Kate Lawrence	Chair of Governors - Laura Tully
What if they can't be contacted or I feel that it has not been dealt with?	Chair of Governors - Laura Tully	Chair of Governors - Laura Tully	LADO
What if they can't be contacted or I feel that it has not been dealt with?	LADO	LADO	Police
Remember....	Ultimately the LADO and the police could also be called	<b>NEVER</b> speak to another member of staff about a concern regarding another staff member - only the headteacher	
	Always record your concerns fully and accurately. Use <i>My Concern</i> if your concern is about a child and a <i>Low Level Concern Form</i> or <i>Allegations Form</i> if your concern or allegation is about a member of staff.		