



Snape Wood Primary and Nursery School

Excellence for All

'We are a small school that makes a big difference'

'To provide excellence for all within a happy, safe, and stimulating learning environment'

SAFEGUARDING REFERRING POLICY

 Snape Wood Primary and Nursery School	
Approved by: Full Governing Body	Date: Spring 2023
Review Date:	Spring 2024



Snape Wood Safeguarding Referral System

Child or adult makes a disclosure to you or you have a concern about a child or adult.

Listen to the child or adult, making accurate and factual notes, writing word for word what the child or adult says.
Try to have another member of staff with you.

Record the concern immediately on CPOMS, completing the body map with any visual marks, description and measurements. CPOMS will alert DSL's. Do not change the wording of what the child or adult has said, or ask leading questions. People, places, times and dates are important.

The DSL emails are constantly manned.

If the concern requires an urgent referral go and find a DSL.

In the absence of a DSL anybody can make a referral.

Visitors need to speak to a DSL

Schools DSL's:

S. Choudhury, A. Howarth, M. Williams, D Wright

If the DSL's are unavailable – you can make the referral yourself:

Children's and Families Direct: 0115 8764800

Consultation Line: 07711189544

DSL will ring the consultation line and take advice. The DSL will follow through their advice. After ringing the consultation line and the DSL is advised to complete a MARF, this will be completed by the DSL, who will then email the MARF to Children and Families Direct – email address is candfdirect@nottinghamcity.gov.uk.

DSL will log the concern on CPOMS, attaching any relevant paperwork. DSL dealing with the concern will make sure the child's file is kept up to date and recorded accurately CPOMS.

DSL will inform you of any actions and outcomes confidentially if appropriate and will only be shared with party who reported the concern.

