

# Learning Opportunities – Safeguarding Procedures

## How to report a concern about a child

**REMEMBER – IF YOU HAVE ANY CONCERNS – ACT**

| INFORM YOUR DESIGNATED SAFEGUARDING LEADS   |   |
|---|---|
| SIMON   | CATHERINE   |
|  |  |
| <a href="mailto:simong@learningopps.org">simong@learningopps.org</a>              | <a href="mailto:catherineg@learningopps.org">catherineg@learningopps.org</a>        |
| Tel: 01304 381906/07547 527768  |   |

### **Appropriate Action**

Speak to the DSL who will decide whether a parent/carer should be contacted and be informed about the concern. If there are issues for the child's safety this will be taken into consideration.

Record all details of the concern on MyConcern.

Staff who have concerns about the safety or welfare of a student and / or feel that these concerns are not being acted upon by the DSLs can make direct contact with Kent Central Duty Team:

Telephone: 03000 411111

Emergency Out of Hours Telephone: 03000 419191

Email: [CentralDutyTeam@kent.gcsx.gov.uk](mailto:CentralDutyTeam@kent.gcsx.gov.uk)

**If you feel a child is in immediate danger, call 999.**

**If the concerns are about the Head Teacher, then the Proprietor should be contacted.**

NAME: Lesley Buss (Proprietor) [lesleyb@learningopps.org](mailto:lesleyb@learningopps.org)

CONTACT NUMBER: 07860 139678

**Concerns about the proprietor should be taken directly to the LADO - 03000 41 08 88.**

**If you have a concern regarding a member of staff or other professional, you have a responsibility to report it to the DSL or contact Kent LADO on 03000 41 08 88.**

For further information visit [kscb.org.uk](http://kscb.org.uk)

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