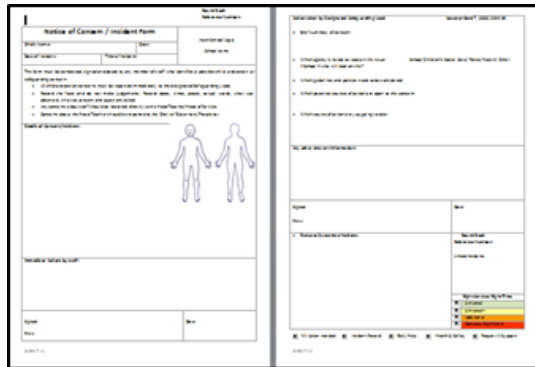


## How to make a referral

A referral form can be found in the school office. Please complete your referral form in the third person. If you need support completing it then please see a DSL for guidance.

The image shows a screenshot of a 'Notice of Concern / Incident Form'. The form is divided into several sections. At the top, there are fields for 'Date', 'Time', and 'Location'. Below this, there is a section for 'Details of Concern / Incident' with a large text area and a small illustration of two people. To the right, there is a section for 'Action Taken' with a list of options and a 'Yes/No' column. At the bottom, there are fields for 'Name', 'Role', and 'Signature'.

## What happens next?

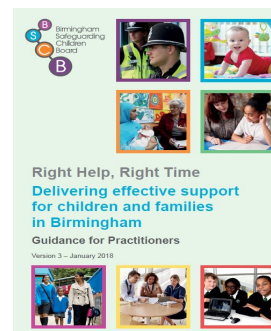
The DSL will investigate and look into the referral. They will use the Right Service Right Time Model to make a decision as to whether the referral should be referred to CASS or if the family need an early help assessment or support.

**THANK YOU FOR YOUR  
SUPPORT IN HELPING  
SPRINGFIELD PRIMARY  
ACADEMY SAFEGUARD ITS  
CHILDREN**

If you would like to look at any of our policies in detail to support you further, please ask the office for the **Safe-guarding Induction folder for supply teachers, visitors and volunteers**, or alternatively access the induction pack on the school's website [www.springfieldacademy.org.uk](http://www.springfieldacademy.org.uk)

## Key documents to read

- ◆ Child protection and safeguarding policy
- ◆ Keeping children safe in Education– part 1  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- ◆ Whistle blowing policy and procedures
- ◆ Right Help Right Time  
<http://www.lscbbirmingham.org.uk/index.php/delivering-effective-support>



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**Safeguarding  
Induction for  
Supply  
teachers,  
Visitors &  
Volunteers**

**Safeguarding and promoting  
the welfare of children is  
everyone's responsibility!**

## Summary of Child Protection Information for Supply, Visitors and Volunteers

## KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)

## SPRINGFIELD'S SAFEGUARDING TEAM

**Springfield Primary Academy is committed to the highest standards in protecting and safeguarding the children entrusted to our care; we expect all supply teachers, visitors, and volunteers to share this commitment.**

**Our school will support all children by:**

- ◆ Promoting a caring, safe and positive environment
- ◆ Encouraging self-esteem and self-assertiveness
- ◆ Effectively tackling bullying and harassment

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff & visitors working with children are well placed to identify such abuse.

**Everyone working with our children, should be aware that their role is to:**

- ◆ Listen and note carefully any observations which could indicate abuse
- ◆ Not to attempt to investigate once the initial concern is raised
- ◆ Refer to the Safeguarding Lead or Designated Safeguarding Leads (DSLs) immediately
- ◆ Contact the Head if the safeguarding Lead or DSLs are not available

**KCSIE** sets out the legal duties you must follow to safeguard and promote the welfare of *children* and young people under the age of 18 in schools and colleges. **It is your responsibility to read part 1 of this guidance.**

All visitors, under the guidance of KCSIE, should make sure their approach is child-centred and consider, at all times, what is in the best interests of the child.

### What to do if you have concerns about a child:

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must report it to a member of the safeguarding team immediately.

The Right Help Right Time model will also guide and support.

### What to do if you have concerns about a member of staff:

All concerns about staff should be reported to the head teacher. If your concern is about the head teacher then report your concerns to the chair of governors or the Local Authority Designated Officer (LADO) on 0121 675 1669.

***The NSPCC whistleblowing helpline is available for anyone who does not feel able to raise concerns regarding child protection failures within the school. Telephone: 0800 028 0285 from 8:00 AM to 8:00 PM, Monday to Friday and email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)***

**IF ANYTHING WORRIES YOU OR CONCERNS  
YOU, REPORT IT STRAIGHT AWAY!**



**Ms S Taylor  
Headteacher**



**Miss B Kular  
Deputy Headteacher**



**Miss M Stringer  
Pastoral Manager**



**Mrs M Dhani-Ali  
Assistant Headteacher  
SENDCo**