

## Safeguarding

Protecting those in our care from HARM

If you witness or suspect harm, or have any concern, you **MUST**:

### ACT IMMEDIATELY

Consult immediately one of the following  
**DESIGNATED SAFEGUARDING OFFICERS**



Gary Mellefont



Allison Hall



Lisa Winship



Alison Carroll (Chair of Governors)

- If none of the following are available, ask for them to be contacted. Make it clear that it is a safeguarding issue and therefore **URGENT!**
- Do not confront or report anything to the person you suspect, this could prejudice any enquiry that might follow.
- If the person you suspect is one of the above officers or close one of them on the list, go straight to the next person named.
- If you are not satisfied or cannot contact any of the above you must contact your local service Social Service Department or the Police.
- You must do something straight away and be totally satisfied that you have been taken seriously.

**Please remember there is a legal requirement to report concerns within 24 hours**

Safeguarding referral process for North View Academy

On discovery or suspicion of child abuse  
Or if in doubt—**ACT**

Inform your designated person for Safeguarding

North View Academy: Gary Mellefont / Allison Hall / Lisa Winship

If he/she is unavailable, contact a member of the school leadership team who then should make the following step:-

(where the concern arises and it is not possible to consult the designated person the SLT will contact the LADO.

Where it is clear that a Safeguarding Referral is needed, the designated safeguarding officer will contact by phone and then in writing if required

**Sunderland Safeguarding Children Board: 0191 561 7007**  
**(Integrated Contact Referral Team)**

**Local Authority Designated Officer (Jane Groom): 0191 561 3901**

**Out of hours Emergency Duty Team: 0191 520 5552**  
**(as appropriate)**

If you are asked to monitor the situation be clear about:

- What you are expected to monitor
- How to monitor and for how long
- To whom you should feedback information

- Always make and keep a written record of all events and action taken
- Date and sign each entry to this record
- Keep records confidential and secure