

Onside Education: Staff Guidance for Reporting Safeguarding and Child Protection Concerns

Purpose:

This guidance provides clear, concise instructions for all staff at Onside Education regarding the recognition, response, and reporting of safeguarding and child protection concerns, in line with statutory expectations and Onside Education's safeguarding policy.

Key Contacts

- Lead Designated Safeguarding Lead (LDSL): Adam Gray
- Deputy DSL: Lauren Johnstone:
- Mental Health Lead: Charlotte Dempsey
- Attendance Lead: Ellis Tonks

1. Safeguarding Principles

- Safeguarding is everyone's responsibility.
- All staff must act in the best interest of the child.
- Children must feel safe, listened to, and supported.
- Safeguarding concerns must be taken seriously and acted upon immediately.

2. Recognising Signs of Abuse or Harm

You may observe or be told about:

- Physical injuries or signs of neglect
- Behavioural changes or emotional distress
- Inappropriate sexualised behaviour or language
- Concerns about online activity or radicalisation
- Absence or withdrawal from education
- Disclosure of harm from a student

3. Responding to a Concern or Disclosure

- Stay calm and listen carefully, without judgment.
- Reassure the child they have done the right thing.
- Avoid leading questions. Use open-ended questions only if clarification is needed.
- Do not promise confidentiality. Explain you must share this with a DSL.

4. Reporting a Concern

- All concerns must be recorded using the Safeguarding and Child Protection Incident Report Form by the end of the same day. Forms are available in the secured safeguarding folder, or can be accessed electronically in the 'Important Documents' folder.
- If you do not have access to the forms or school computer, report to the DSL immediately and follow up in writing.
- Serious concerns (risk of harm) must be reported to the DSL verbally immediately.

5. Staff Responsibilities

All staff must:

- Know how to identify signs of abuse.
- Complete training annually and understand KCSIE (Part 1 & Annex B).
- Know how to raise concerns about other staff (refer to whistleblowing procedures).
- Support and promote safeguarding practices and student welfare.
- Treat all students with respect and dignity.
- Report all concerns, however small, and maintain professional curiosity.

6. What Happens Next?

- The DSL will assess the concern and determine the level of need.

- If appropriate, referrals will be made to children’s social care or other agencies.
- Staff may be asked to support further assessments or action plans.

7. Allegations Against Staff

If you suspect or are informed that a member of staff has harmed or poses a risk to a child:

- Report the concern immediately to the Head of Provision.
- If the concern is about the Head of Provision, report to the Director of Education (Adam Gray).
- Allegations will be handled with discretion and in line with Onside’s safeguarding and LADO referral procedures.

8. Whistleblowing

If you feel a concern has not been handled properly, or are worried about unsafe practices:

- Refer to the Onside Education Whistleblowing Policy.
- You can also contact the NSPCC Whistleblowing Helpline: 0800 028 0285.

9. Prevent Duty

- All staff must be aware of the signs of radicalisation and report concerns immediately to the DSL.
- All reports of extremist views or behaviour will be escalated in line with Prevent strategy.

10. Emergencies

- If a child is in immediate danger, call 999 and then inform the DSL.

REMEMBER:

“If in doubt, share your concern.”

Always act. Always record. Always report.

Please sign to say you have read and understand the procedures for reporting incidents:

Name:	Signed:	Date: