

# How to report your safeguarding concerns about ...

## ... A child

Report it to the Designated Safeguarding Lead (DSL) or Deputy, by:

recording on Cpoms and speaking to a DSL.

If it's a mental health concern, report it by:

Speaking to the designated Mental Health Lead Janine Waring or a DSL and record your concern on Cpoms.

## ... A member of staff

If it meets the 'harm' threshold:

- Report concerns about a member of staff or volunteer to the Headteacher by speaking to Mrs Janine Waring (Headteacher)
- Report concerns about the headteacher to the Chair of Governors, Katherine Calder by contacting her at [katherine.calder@johnclifford.school](mailto:katherine.calder@johnclifford.school) and to Mr Paul Heery (CEO of the Trust) [Paul.heery@whptrust.org](mailto:Paul.heery@whptrust.org) or Mrs Jacqueline Sainsbury (Chief Schools Officer) [Jacqueline.sainsbury@whptrust.org](mailto:Jacqueline.sainsbury@whptrust.org)
- If there's a conflict of interest in reporting to the Headteacher, go to the Local Authority Designated Officer (LADO). You can contact them by: [LADO@nottsc.gov.uk](mailto:LADO@nottsc.gov.uk) or 0115 8041272 also please speak to Samuel Mensah (Trust Safeguarding Lead) by [sam.mensah@whptrust.org](mailto:sam.mensah@whptrust.org) (07868631363) and Mrs Jacqueline Sainsbury (Chief Schools Officer) [Jacqueline.sainsbury@whptrust.org](mailto:Jacqueline.sainsbury@whptrust.org)

If it's a 'low-level' concern:

Please speak to a DSL and the Headteacher.

## ... Our safeguarding practice

Speak to Mrs Janine Waring (Headteacher) or another DSL and Samuel Mensah (Trust Safeguarding Lead) by [sam.mensah@whptrust.org](mailto:sam.mensah@whptrust.org) (07868631363). If you feel you can't raise it in school or the Trust or it isn't being addressed, you can use the NSPCC's whistle-blowing helpline on:

- 0800 028 0285 (8am to 8pm Monday to Friday; 9am to 6pm weekends)
- [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### Sources

- [Keeping Children Safe in Education, GOV.UK – Department for Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)  
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