

## Out Of School Hours Safeguarding/ Disclosure

## **Procedure**

You have concerns regarding the safety/ wellbeing of a child, or a child makes a disclosure to you.



Report to Mr Allen ('Safeguarding Champion' for out of school hours) or a DSL if available



Mr Allen to contact school DSL/s
A referral to MASH made if needed.
0121 303 1888



All staff involved to record their accounts and actions on Cpoms, or paper concern forms if Cpoms is not available.

DSL /s tagged