



# TENTERDEN PRIMARY FEDERATION

## SAFEGUARDING TEAM



Mr Crouch  
Deputy Head



Mrs McIntosh  
Executive Head  
Lead DSL



Mrs Sault  
Family Liaison Manager



Mrs Peachey  
SENCO



Mrs Crook  
Office Manager

### Recording a disclosure

Please read any disclosure including date, student's name and your name.

Record the facts using the young person's own words, your notes should not reflect your own opinion.

Show any injury on a body map if necessary.

### Making a referral

Should you need to make a referral, consult with a member of the Safeguarding Team. If they aren't available a referral can be made by the following link:

<https://www.kscb.org.uk>

1. Click on tab Professionals
2. Click on worried about a child
3. Click on single request for support form
4. Input as much information on the form
5. Save the form
6. Go back to Stage 3 and click uploads single request form (on the right hand side)
7. Complete cover details and upload form
8. Make a note of the referral number and inform DSL Team of the number immediately

### Useful Numbers

Area Safeguarding Officer

03000 42 31 54

LADO – 03000 41 08 88

Children's Services – 03000 41 11 11

Out of hours – 03000 41 91 91

Early Help – 03000 41 03 05

Police – 101/999

Prevent Education Office – 03000 41 35 65