

Safeguarding Quick Reference Guide

For Atlascreening Staff on School Premises

Immediate Action: If You Have a Concern

- 1 Is the child in immediate danger?**
YES → CALL 999 → THEN CALL YOUR DSL
NO → Go to Step 2
- 2 Listen, Reassure, Record**
→ **LISTEN** calmly. Don't ask leading questions.
→ **REASSURE** the child they did the right thing telling you. **Do NOT promise secrecy.**
→ **RECORD** the facts on paper as soon as you can. Use the child's own words.
- 3 Report Immediately**
You **MUST** call our Designated Safeguarding Lead (DSL) immediately.

Emergency Contact

Designated Safeguarding Lead

 **Ridwan Dhaqane**

 Rdhaqane@altascreening.co.uk

 **07724 587655**

Key Signs of Abuse (Remember C.H.E.C.K.)

Physical

- Unexplained bruises, burns, fractures
- Fear of going home
- Flinching at sudden movements
- Wearing inappropriate clothing to hide injuries

Emotional

- Overly withdrawn, anxious, or aggressive
- Sudden speech disorders
- Self-harm or eating disorders
- Extreme attention-seeking or negativity






Sexual

- Age-inappropriate sexual knowledge
- Sexualised behaviour or play
- Pain or itching in genital area
- Difficulty walking or sitting

Neglect

- Consistently hungry, tired, or unkempt
- Poor hygiene, body odor
- Untreated medical issues
- Inappropriate clothing for weather

Golden Rules

-  **NEVER** promise to keep a secret.
-  **ALWAYS** report your concern to the DSL – it is not your responsibility to investigate.
-  **ALWAYS** follow up a verbal report to the DSL with a written record.
-  **NEVER** be alone with a child; ensure a school staff member is always present.
-  **EVERYONE'S RESPONSIBILITY:** IF YOU SEE SOMETHING, SAY SOMETHING.