

How to report your safeguarding concerns about ...

A child:

- contact Katie Stuffelbeam (DSL) as soon as possible: 07967 762114, katie.stuffelbeam@rbkc.gov.uk, or Stuart Whatmore (deputy DSL) (Stuart.Whatmore@rbkc.gov.uk; 07976060148), or Hannah Taylor (deputy DSL) (Hannah.Taylor@rbkc.gov.uk; 07737315839).
- Remember to write down the key information about the concern/disclosure/incident (**time, date, location, quotes/exact words of what was said – if possible**).

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

- Contacting Katie Stuffelbeam (DSL/Mental Health First Aider): Katie.Stuffelbeam@rbkc.gov.uk 07967 762114

A member of staff:

If it **meets the 'harm' threshold**:

- Report concerns about a member of staff or volunteer to the headteacher and/or DSL at the school, or for all out of school activities (OGPS, SMS @ Latymer Upper), by contacting Katie Stuffelbeam (DSL) Katie.Stuffelbeam@rbkc.gov.uk 07967762114, or Stuart Whatmore (deputy DSL Stuart.Whatmore@rbkc.gov.uk; 07976060148), or Hannah Taylor (deputy DSL Hannah.Taylor@rbkc.gov.uk; 07737315839).
- Remember to write down the key information about the concern/disclosure/incident (**time, date, location, quotes/exact words of what was said – if possible**).

If there's a conflict of interest in reporting to the headteacher at your school, or for out of school activities, to TBMH/DSL, go directly to the local authority designated officer (LADO). You may contact them by emailing them directly (they will get back to you within 24 hours):

- Kensington and Chelsea KCLADO.enquiries@rbkc.gov.uk
- Westminster 0207 641 7668 and LADO@westminster.gov.uk.
- Hammersmith and Fulham LADO@lbhf.gov.uk

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

- Please still contact Katie Stuffelbeam (DSL) for all low-level concerns regarding a member of staff/tutor or volunteer

Our safeguarding practice/whistleblowing:

If/When an incident occurs, please remember to write down the key information about the concern (**time, date, location, quotes/exact words of what was said – if possible**) and **report to the DSL (in school, or Katie Stuffelbeam for TBMH activities)**. If you feel you can't raise it in school or it isn't being addressed at TBMH, 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

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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