



If you have any concerns about a member of staff or associate at Jigsaw AP, please follow this flow chart.

If you become aware that any adult **MAY** have:

- Behaved in a way that **has harmed** a child, or **may have harmed** a child;
- Committed a **criminal offence** against or related to a child or
- Behaved towards a child or children in a way that indicates they **may pose a risk of harm** to a child
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Where a child also discloses abuse or neglect by any adult in school:

- Listen; take their allegation seriously; reassure that you will take action to keep them safe
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

Report immediately to the person in charge (DSL):

Designated Safeguarding Lead: MARK GUNNING OR Deputy Safeguarding Lead: Barry Maggs

mark.gunning@jigsawap.org (07812991148)
barry.maggs@jigsawap.org (07973767493)

Any concern or allegation against the person in charge will be reported to:

Victoria Harlin - LADO

[lodo@bathnes.gov.uk](mailto:lado@bathnes.gov.uk) (01225 396810)
(07542 024 144)

Unless there is clear evidence to prove that the allegation is incorrect, the person to whom the allegation was reported **must** follow local reporting procedures.

Report the allegation within one working day to the Designated Officer for Allegations (DOfA) / (LADO)

Victoria Harlin (01225) 396810 Email: LADO@bathnes.gov.uk

*Please note any concerns relating to staff that are not covered under the Safeguarding Policy can be reported under the Whistleblowing Policy.