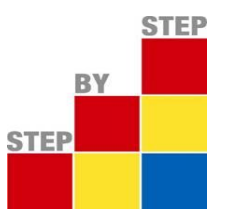


# Safeguarding Flow Chart



Notice an incident, event or observation that requires reporting and it involves a pupil or staff member, complete the following.

**No incident is too small to report**

## Pupil Concern

Complete a **safeguarding concern** on the **school pod** under the **safeguarding 'Pupil' tab** and speak to a member of the **safeguarding team**



Contact **Faye Palmer**, located in the mezzanine.



**Designated Safeguarding Lead**  
fpalmer@stepbystepschool.org.uk



If Faye Palmer is unavailable contact **Olivia Kurzeja**

Contact **Olivia Kurzeja**, located in the mezzanine.



**Deputy Designated Safeguarding Lead**  
okurzeja@stepbystepschool.org.uk



If Olivia Kurzeja is unavailable contact **Bekah Bulmer**

Contact **Bekah Bulmer**, located in the Mezzanine.



**Deputy Designated Safeguarding Person**  
bbulmer@stepbystepschool.org.uk

If further support is required regarding a concern about a pupil, contact the **SPoA**



**Single Point of Advice for Referrals into Early Help and Social Care**

**01323 464222**  
**0-19.SPoA@eastsussex.gov.uk**

## Safeguarding children is a task for everyone at Step by Step School.

All staff members at Step by Step have an important role to play in helping to identify welfare concerns and possible indicators of abuse or neglect at an early stage.

For some children a one-off serious incident or concern may occur and you will have no doubt that this must be immediately recorded and reported. Most often, however, it is the accumulation of a number of small incidents, events or observations that provide the evidence of harm being caused to a child.

It is vital that any concern you have for a child's welfare, however small, is recorded and passed to our Safeguarding Lead.

## Adult Concern

Complete a **safeguarding concern** on the **school pod** under the **safeguarding 'Adult' tab**



Contact **Gayle Adam**, located in the Office.



**Head Teacher**  
gadam@stepbystepschool.org.uk



If the concern is regarding the **Head Teacher**, contact **Catherine James**

Contact **Catherine James**  
Chair of Governors



cjames@stepbystepschool.org.uk



If further support is required regarding a concern about a staff member, contact the **LADO**

**Local Authority Designated Officer (LADO)** who deals with allegations regarding adults who work with children

<https://www.eastsussex.gov.uk/child-renandfamilies/professionals/resources/lado/>