

Reporting a Concern: What Happens Next?

What kind of things might I need to report?

- Incidents of bullying (including cyberbullying)
- Any form of racism, sexism, homophobia or any other type of discrimination
- Any concerns about extremism or radicalisation
- Any instances of Harmful Sexual Behaviour (in person or online)
- Any concerns about your own welfare or the welfare of someone else, including any issues relating to mental health and self-harm

This is not an exhaustive list – if there is something else that you are worried about, particularly if you are worried about someone's welfare, then reporting it is a good idea.

How do I report these things to the school?

- Speak to a member of staff that you trust. Particularly good people might be:
 - Your Form Tutor
 - Pupil Support Manager
 - Your Head of Year
 - Designated Safeguarding Lead (Mr Englefield) or his Deputy or AssistantsYou can contact them by email first if you prefer.
- Complete the anonymous [Report a Concern](#) form on the School Website

(Remember that if it is totally anonymous it will be very difficult for us to provide help to the right person)

What happens after I make a report?

- The concern you have raised will be passed to the most relevant member of staff, depending on what you have said. This is most likely to be your Head of Year, but might be your form tutor or a member of the Safeguarding Team.
- The staff member will read your report carefully. If you have shared your name they might speak to you privately to ask you a few questions of clarification so that they fully understand what has happened. In this instance:
 - The staff member will reassure you that your report is being taken seriously and explain that, although they cannot keep what you have said a secret, they will only pass on what you have said to anyone who strictly needs to know to be able to help you or anyone else who may need support.
 - They will tell you who they are going to tell about your conversation – in most instances this would be the Designated Safeguarding Lead (Mr Englefield) or his Deputy or Assistants. This is because they have specialist training on how to support people in a variety of difficult situations and know how to get further help from outside of school if it is needed.
 - You will have a chance to ask any questions.
- The next steps after this will be different depending on what has happened to you. These might include:
 - Your Head of Year or the Designated Safeguarding Lead investigating what has happened, with potential disciplinary consequences for anyone who has broken the school's code of conduct. Ongoing school based support (such as the School Nurse, Counsellor or Child Wellbeing Practitioner) might also be arranged for anyone who needs it or would like it.
 - Your report being referred to social workers in the borough where you live. We have a legal duty to pass your report on if you have been harmed or are at risk of harm and will tell you if we are doing this. At this point, with your knowledge, we would normally inform your parents of what has happened. We would talk to you about how you would like this to happen and whether you would like to be present for this conversation. We will not inform your parents if doing so would put you at greater risk. If this option is taken, it is possible that a social worker will then come to see you to speak to you about what has happened and how best to keep you safe.
 - If you have reported a criminal act, we also have a duty to report the matter to the Police. Again, we will tell you that we are doing this. It is likely that the Police would then want to speak to you about what has happened. It is entirely your decision whether you would like to speak to them or not, and whether you want to pursue a criminal investigation if it is relevant. We would support you carefully through this process and make sure that you are able to access any support you need while the investigation takes place.