



# The safeguarding Team at Cobden



What should I do if I have concerns about a child?

- ☒ Report it immediately to a DSL
- ☒ Write it down immediately- time, day, date and sign
- ☒ Keep it confidential
- ☒ Do not ask leading questions or conduct an investigation- who, when, what happened



**Michelle Cooper**  
Deputy DSL

## Cobden Primary School Safeguarding Team



**Kate Litchfield**  
Headteacher  
DSL



**Michelle Smith**  
Delegated DSL



**Jan Makwana**  
Deputy DSL



**Eve Sanders**  
Deputy DSL

We are an  
Operation  
Encompass  
School

What should I do if I have concerns regarding the conduct of an adult?

- ☒ Report immediately to the headteacher (or if about the HT, the trust)
- ☒ Write it down- time, day, date & sign
- ☒ Keep it confidential
- ☒ Do not ask leading questions or conduct an investigation- who, when, what happened
- ☒ Do not talk to the person concerned



**Rebecca Wigmore**  
Deputy DSL

In the absence of a Designated Safeguarding Lead or Deputy DSL,  
email: [dsl@cobden.bepschools.org](mailto:dsl@cobden.bepschools.org) or  
call the First Response Team: 01163050005

If you have a concern regarding the conduct of the headteacher,  
please contact the Director of Schools Marie Collins  
Telephone: 01164783426 or email: [dos@bepschools.org](mailto:dos@bepschools.org)