

Southampton Advisory Outreach Service for SEND



SAFEGUARDING and SAOS

All SAOS staff are DBS checked and receive safeguarding training on an annual basis. SAOS have a duty to report all safeguarding concerns to the Designated Safeguarding Lead (DSL) of the host school.

In the event of a safeguarding concern, SAOS staff will take the following action:

- Make a written record of any concern or disclosure.
- Report concern immediately to the host school DSL.
- Treat the matter with the strictest confidence.
- Make a note in the visit record that a safeguarding concern has been reported.
- Complete a written record (SG1) and inform the SAOS DSL/Lead.
- The SAOS DSL will follow up with the host school.
- SG1 forms will be stored securely in a locked cabinet.