

Safeguarding Information Sheet



We all have a statutory duty to safeguard and promote the welfare of children and at our school we take this responsibility seriously. If you have **any concerns** about a child or young person in our school, you must **share** this information **immediately** with our **Senior Designated Lead** or one of the alternate professional. Do not think that your worry is insignificant; we would rather know about something that appears to be minor than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the Designed Professionals detailed below and provide them with a written record of your concern. The form to complete this on is available from the office. If you are unable to locate them ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter. Timing is very important as we may need to work with other agencies during the school day.

Any allegations concerning a member of staff, volunteer or parent should be reported immediately to the Head teacher/Senior Designated Lead. If your concern is regarding the Head teacher then you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Designated Officer on 01603 223473.

The people you should talk to in school are:

Head Teacher/Senior Designated Lead: Mrs B Neate-Evans

Office located next to school office

Contact number: 01603 451299

Deputy Head Teacher/Senior Designated Lead: Mrs S Mardell or Mrs C Rodrigues

Office located within Nursery

Contact number: 01603 451299

Supporting Professionals that you can also speak to: Clare Glaister or Gloria Gray

Chair of Governing Body: Pamela Turnbull

Contact number: 07826 728200

Safeguarding children and adults

No adult should be left in sole charge of children unless they have a registered DBS with our school; this includes taking children to the toilet. This not only protects children but also protects adults from false allegations. If you are asked to supervise children and you do not have a DBS with us, please inform the Head Teacher.

Please ensure that your **conduct is appropriate for a professional setting**. When the school has concerns about the conduct of an individual the school reserves the right to ask the individual to leave the building.

We believe the standards we set are an entitlement for all our children and they also serve to support adults working with or volunteering in our school and nursery.

At West Earlham Infant and Nursery we strive to safeguard and promote the welfare of all our children.

