

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 if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small 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, parent or child foster carer 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 Duty Desk on 01603 307797.

[NSPCC whistleblowing helpline](https://www.nspcc.org.uk/whistleblowing) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

The people you should talk to in school are:

Acting Head Teacher/Senior Designated Lead: Mrs S. Mardell
Office located next to school office
Contact number:01603 451299

Acting Deputy Head Teacher/Senior Designated Lead: Mrs H. Daley or Mrs C Rodrigues
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 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.

