



Safeguarding – (Child Protection)

ALL STAFF must read and follow the Safeguarding Policy and Keeping Children Safe in Education Part one. A full copy of all these documents is available on SharePoint or in the main school office for reference. All staff will need to sign to say they have read key safeguarding documents each September. All new staff must undertake a face-to-face safeguarding induction with the Designated Safeguarding Lead.

Safeguarding is the responsibility of ALL staff. Safeguarding relates to the welfare, health, safety and guidance of all students.

- BE ALERT FOR SIGNS OF ABUSE
- DO NOT INVESTIGATE ANY INCIDENT
- DISCUSS AND SHARE YOUR CONCERNS IMMEDIATELY

If any member of staff suspects a student has been or is a victim of any form of child abuse they must report it **immediately** to the Designated Safeguarding Lead or the Designated Safeguarding Deputies. If a member of the Safeguarding team is not available on your site, you must ring a member of the Safeguarding team on another site.

The Safeguarding Team is:

Carrie Martin (DSL)
Kerry Tute (DSD)
James Plant (DSD)
Tania Bower (DSD)
Alicia Gordon (DSD)
Cristina Garcia (DSD)
Dan Machin (DSD)

If a student discloses any form of abuse to a member of staff or staff are concerned about the wellbeing of a student, they must:

- **Contact a member of the safeguarding team IMMEDIATELY.**
- Do not ask any questions, just listen.
- Be truthful and tell the student the information will have to be passed on, for their own safety.
- Do not ask to see bruises or injuries and never show them to others.
- Do not be manipulated into keeping promises that cannot be kept.
- Write up disclosures, observations and/or suspicions on CPOMS once you have been asked to do so by a member of the safeguarding team.

- If a student discloses any form of abuse by a member of staff, report it to the Headteacher immediately.
- If the allegation is about the Headteacher then report it to the Chair of Governors immediately.

Information regarding Safeguarding incidents is confidential and should not be discussed with anyone outside the Safeguarding team. Information may be given by the safeguarding team on a need-to-know basis to others, and staff may share low level concerns with colleagues prior to reporting them to the safeguarding team.

We are not an investigation or intervention agency, but we have an important role to play at the recognition and referral stage.