

Safeguarding / Child Protection Protocol / Procedures

All Saints' CE Primary School

The Designated Safeguarding Lead (DSL) in our school is: **Jo Ghosh – Head Teacher**

The Deputy Designated Safeguarding Leads in our school are:

Gemma Campbell – Deputy Headteacher
Catherine Williams – Inclusion Manager
Rebecca Lake – KS1 Phase Leader
Louise Pitteway – Early Years Phase Leader
Jan Sharp – KS2 Phase Leader

The Designated Member of Staff for Looked after Children is: **Catherine Williams – Inclusion Manager**

Governors with Responsibility for Safeguarding: **Alex Millbrook & Marigold Hayes**

All staff members have a statutory responsibility to safeguard and promote the welfare of all pupils at all times

If you have a concern about a pupil or you receive information that leads you to be concerned that a pupil has been harmed or is at risk of harm or their welfare is being compromised you are required to act appropriately to ensure action can be taken to protect the pupil concerned.

The concern may be as a result of a disclosure from a pupil, a parent or a third party or may arise due to behaviour that has caused you to become concerned.

If a pupil discloses abuse please note the following key points:

- **Listen carefully to what the pupil is telling you without interrupting**
- **Do not promise confidentiality**
- **Remain non-judgemental and keep an open mind**
- **Do not ask leading questions, or more questions than you have to – just establish what the pupil is telling you**
- **Be honest with the pupil and explain what will happen next**
- **Record the information fully**
- **Pass on to the designated safeguarding lead (DSL)**
- **Log concern on CPOMs**

In the case of any concerns always **record** the information clearly and be clear how the concern has arisen. Make sure you differentiate between **fact, opinion and hearsay** – all may be relevant but it must be made clear which is which.

If the information you have indicates that the pupil has suffered harm or there is a high level of risk, ensure this is passed to one of the DSLs **immediately**.

In all other instances concerns should be passed on to the DSL as soon as possible – do not delay.

Please remember the DSLs are available to offer help, advice and guidance to staff and pupils where necessary. If you have a concern or problem and are unclear how to proceed, ask for advice.

In all cases ensure ongoing support is offered to the pupil as appropriate.

September 2023