

## Safeguarding and Child Protection

At our school, everyone, regardless of their role, is asked to make themselves familiar with our Policies and Procedures.

If you are a teacher, support staff, volunteer or visitor please read this information.

### Keeping Children Safe

We restrict unsupervised access to children to those who have been correctly vetted.

It is our standard practice to ask all adults who work regularly in school to undertake a Disclosure and Barring Service Check (formally CRB Check), which must be completed before they start working with children.



## FIRST AID

If you find a child has medical concerns or seems ill please send them to a qualified first-aider or take them to the school office where their condition can be assessed and monitored immediately. In the case of an accident please send for a first aider immediately.

The majority of our staff are qualified First Aiders.

## HEALTH AND SAFETY

The school is regularly checked to ensure that our facilities are safe for everyone. You have a responsibility to make sure that your actions do not endanger others. Please follow rules and instructions on site and do not operate equipment unless you are trained to use it.

## EDUCATIONAL VISITS

All educational visits are organised with in-depth risk assessments and comply with Norfolk Children's Services Policies and Procedures.

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**Executive Headteacher: Mrs H Brand**

## SAFEGUARDING & CHILD PROTECTION POLICY



## A GUIDE FOR ALL WHO WORK IN, OR VISIT OUR SCHOOL

Updated December 2023

Staff at our school are trained to notice signs and symptoms of abuse and support those subjected to abuse or living in abusive situations. Abuse can take many forms including: Physical, Sexual, Psychological, Financial, or Material, Neglect, Discriminatory, Emotional or Online.

Everyone at the school has a responsibility to report any concerns about abuse to a Designated Professional.

If you have any child protection concerns about any children in our school, you should **immediately** speak to one of our Designated Safeguarding Leads:

**Mrs Heather Brand  
(Executive Headteacher)**

**Mrs Maria Adcock  
(Head of School – Ditchingham)**

If you are unable to locate them ask a member of the school office staff to find the lead or alternative post holder and to ask them to speak with you immediately about a confidential and urgent matter.

**The Designated Safeguarding Governor is:  
Reverend Susan Cramp**

## You might become involved because:

- You notice an unexplained injury.
- Someone tells you what is happening to them.
- Another person expresses concern about someone's wellbeing.
- You notice changes in a young person's behaviour and progress.

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.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Headteacher. If an allegation is made about the Headteacher 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 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](mailto:help@nspcc.org.uk).

## What if a child wants to tell me something?

- ✓ Listen carefully and stay calm.
- ✓ Do not interview them, simply ask what happened.
- ✓ Do not put words into their mouth or ask leading questions
- ✓ Reassure them and tell them that they have done the right thing.
- ✓ Tell them you need to pass the information on, but only to those who need to know.

### ....then

- ✓ Inform the designated member of staff about your concerns immediately
- ✓ Record what the person said using their words (include context and date and time)
- ✓ Speak to the designated member of staff who will advise you what to do next.
- ✓ Be considerate and do not discuss the matter openly.

### REMEMBER

- ➔ NEVER PROMISE TO KEEP A SECRET
- ➔ ALWAYS PASS ON THE INFORMATION IMMEDIATELY.