

# Safeguarding Induction Sheet

(for all new staff, supply staff and visitors working with children)



We all have a statutory duty to “*promote and safeguard the welfare of children*” (Section 175 Education Act 2002)

If you have any concerns about the health and safety of any child or young person in this school, or feel that something may be troubling them, you must share this information with an appropriate member of staff straight away. Some issues e.g. a child's appearance, hygiene or general behaviour can be shared with any teacher or member of support staff here.

Do not worry that you may be reporting small matters – we would rather you tell us things that turn out to be small, rather than miss a worrying situation.

If you think however, that the matter is very serious and may be related to a child protection concern i.e. physical, sexual, emotional abuse or neglect, you **MUST** talk to one of the people below immediately.

If you are unable to contact any of them you should ask the office staff to find them and ask them to speak to you straight away on an urgent and confidential matter.

Any allegations or disclosure involving a member of staff, a child's foster carer or a volunteer at this school **MUST** be reported directly to the head teacher, without delay. If the allegation involves the head teacher it must be reported to the Chair of Governors, again without delay.

## The people you should talk to at this school are:

### The Designated Person for Child Protection is:

Mrs Emma Jones, Headteacher  
Phone number: 01226 722530



### The Deputy Designated Person for Child Protection is:

Mrs Joanne Goddard, Acting Deputy Headteacher  
Phone number: 01226 722530



### The Deputy Designated Person for Child Protection is:

Mrs Aimi Kenyon, Assistant Headteacher  
Phone number: 01226 722530



The Chair of Governors is Mr Rob Davidson. They can be contacted via the school office.

Thank you for supporting and safeguarding the children and young people at our school.

**SOCIAL CARE DIRECT 0345 8503 503**