

Spooner Row Primary School

Suspected abuse by a member of staff, volunteer or visitor

- ❖ Report the allegation immediately to the Designated Safeguarding Lead – Miss Bridget Hanton or, in her absence, Miss Bryony Best
- ❖ In the event of the Designated Safeguarding Lead being suspected, report your concerns to the Governing Body (Mr Steve Gowers)
- ❖ LADO (Local Authority Designated Officer) will be informed
- ❖ Do not go to the member of staff, volunteer or visitor
- ❖ Do not carry out any investigations

Caroline Saint

Governor for Safeguarding children

First Aid

If you encounter a child with any medical concerns or whom seems ill, they should be referred to the school office where a qualified First Aider can assess them.

Health and Safety

Your safety and well-being are important to us. You have a legal duty to care for the health & safety of yourself and others.

School trips

All schools visits must operate in line with the school procedures. The school operates under the Norfolk County System (Evolve) for approving educational visits.

Spooner Row Primary School

Believe Achieve Succeed

Safeguarding Children at
Spooner Row Primary School

Safeguarding



enrich
learning

Children

Quick Guide

Information relating to safeguarding
children for all staff, volunteers and
visitors

2019 – 2020

Spooner Row Primary School

The Designated Child Protection Officer
is
Miss Hanton
Head Teacher

The Alternate Child Protection Officer is
Miss Best
Deputy Head
Badger Class Teacher

Safeguarding Children

We all have a statutory duty to report any incidents where we have any cause to suspect a child is suffering or is likely to suffer significant harm

If you have any concerns please request a School Recording Form from the school office and pass it to Miss Hanton along with your contact details.

Signs and Symptoms:

- ❖ Neglect - regularly unfed or unkempt
- ❖ Sexual Abuse – Talk about sex in an inappropriate way for their age
- ❖ Physical Abuse – bruises or other injuries
- ❖ Emotional Abuse – talk about violence at home or being told they are not wanted

These examples are only some of the things to look for. A more detailed explanation is available as part of our Child Protection Policy which is available on request.

It is **not** the responsibility of school staff, volunteers or visitors to form judgements or to make enquiries of parents or others involved.

Investigations are the statutory duty of others to perform.

What if a child wants to tell me something?



DO NOT PROMISE CONFIDENTIALITY

- ❖ Tactfully and sympathetically listen to the concerns of the child. Do not ask leading questions – these allegations may lead to criminal proceedings and your actions could jeopardise police investigations
- ❖ Report any incidents or signs immediately in writing using the school recording form – this is found in the school office
- ❖ Keep a note of the date and time
- ❖ Tell the child you wish to make sure they are ok and safe, but that you will need to pass on what they tell you to keep them safe from harm