

# Keeping Children Safe

If a child discloses to you:

## DO

Listen  
Allow them to talk

Reassure the child

Ask clarifying questions i.e. "When did this happen?", "Where were you?"

Tell them that if necessary you will have to speak to another adult

Make a written record on the appropriate form

## DO NOT

Promise confidentiality  
Ask leading questions  
Investigate

## ALWAYS

Report your concerns to one of the designated persons immediately

## Safeguarding Team:



**Mrs Gemma Simcock**  
(Inclusion Manager)  
Designated Safeguarding Lead



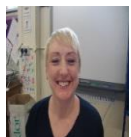
**Mr Paul Langridge**  
(Headteacher) Deputy  
Designated Safeguarding Lead



**Mr Lewis Pollock** (Deputy  
Headteacher) Deputy  
Designated Safeguarding Lead



**Mrs Claire Davies**  
(Assistant Headteacher) Deputy  
Designated Safeguarding Lead



**Mrs Kirsty Randall**  
(Assistant Headteacher)  
Deputy Designated Safeguarding  
Lead



**Mrs Lauren Connolly**  
(Assistant Headteacher) Deputy  
Designated Safeguarding Lead



**Mrs Pamela Hill**  
(Family Liaison Officer) Deputy  
Designated Safeguarding Lead



# Safeguarding Guidance for Staff and Visitors

## Contact Us

**Phone:** 01322 225694

**Email:** [office@wentworthonline.co.uk](mailto:office@wentworthonline.co.uk)



## Keeping Everyone Safe

All staff and adults working at the Wentworth Primary School have a responsibility for the safeguarding and protection of the children.

Everyone must remember that the welfare of the children is the paramount consideration of our school.

The school has a clear policy relating to child protection. This is available in the staffroom on the Child Protection notice board and on the school website.

This leaflet is a summary of key points from the policy. If you have any concerns over the welfare of a child you should report these to:

**Designated Safeguarding Lead:**

*Mrs Gemma Simcock (SENCO)*

or

**Deputy Safeguarding Leads:**

Mr Paul Langridge (Headteacher)

Mr Lewis Pollock (Deputy Headteacher)

Mrs Pamela Hill (Family Liaison Officer)

Mrs Kirsty Randall (Assistant Headteacher)

Mrs Lauren Connolly (Assistant Headteacher)

Mrs Claire Davies (Assistant Headteacher)

## Concerns to be reported

- Direct disclosures
- Suspicious injuries
- Sudden and unexplained changes in behaviour
- Parents under the influence of alcohol
- Incidents of domestic violence
- Evidence of self-harm or eating disorders
- Issues of neglect (including hygiene, presentation, eating)
- Changes in attendance or punctuality
- Evidence of possible extremist influence

**A record of any concern must be made using 'CPOMS' which can be accessed from any electronic device or the front office.**

## When recording a disclosure

- Use the child's exact words
- Do not promise confidentiality
- Reassure the child that they have done the right thing in telling someone

**Report on 'CPOMS' as soon as possible**

## Always remember

- Maintain high standards of personal conduct at all times
- Never make inappropriate or insensitive comments to a child
- Treat information about a child in a confidential and discreet way
- Avoid where possible, one to one situations where you are alone with a child and cannot be seen by another adult
- Report any health and safety concerns about the school site immediately
- Security badges should be worn at all times and any one on the school site not wearing school issued identification should be challenged where safe to do so
- All volunteers in school have DBS clearance and have signed the school Volunteer Agreement

