

Please remember the following; children/young people who are at risk of harm or neglect can sometimes be identified by the following:

- Verbal disclosure.
- 'Secrets(s)' - Adults **MUST** share information that could indicate a child is being harmed/neglected.
- Information from concerned school friends or other students.
- Behaviour.
- Emotional well-being.
- Self-harm.
- Written school work.

MANAGING ALLEGATIONS AGAINST MEMBERS OF STAFF

In exceptional circumstances you may have concerns about the conduct of a staff member.

- If the concern is regarding a member of staff, you **MUST** share your concerns with the Headteacher.
- If the concern is regarding the Headteacher, you **MUST** share your concerns with the Chair of Governors via the school.

Allegations against staff will be referred to the Local Authority Designated Officer (LADO) who manages allegations against members of staff.

Any further action will be co-ordinated by the LADO.



Safeguarding & Child Protection at Caedmon Primary School

This information leaflet is for adults who come into contact with children and young people at Caedmon Primary School

Please read the following information which is designed to help education staff and visitors to understand the importance of working safely with young people in our school.

KEEPING YOUNG PEOPLE SAFE

All staff and visitors have a responsibility to help identify children and young people who are at risk of significant harm and in need of protection.

If you identify a Child Protection / Safeguarding concern in respect of a young person you must report it to a member of the 'Safeguarding Team' via the main office as soon as possible:

- **Designated Safeguarding Lead:**
Miss S.Downing
- **Deputy Designated Safeguarding Leads:**
Mrs S.Hill (Headteacher)
Miss R.Dean (Deputy Headteacher)
Mr C.Pressdee-Rudd (Class teacher)
- **Designated Safeguarding Governor:**
Mrs C.Brown (not based in school)

If a member of the Safeguarding Team is unavailable, you should speak to a member of the Senior Leadership Team.

HELPFUL TIPS TO PROTECT CHILDREN!

Safeguarding Children and Young People is a sensitive and difficult area and requires a Working-Together ethos.

Good lines of communication are vital and concerns MUST be shared with the Safeguarding Team as soon as possible.

It is important that the child's voice is heard and recorded.

A child may choose to share child protection concerns with you.

You should listen to the young person at an appropriate time; try to record word for word what they have disclosed.

Please be factual and remember to state:

- The name of the child.
- The date and time of disclosure.
- Details of the disclosure.
- The authors name, signature and date.
- Remember your statement could be used as evidence.

If a child discloses a child protection concern with you, DO NOT QUESTION FURTHER OR INVESTIGATE.

Please inform a member of the Safeguarding Team immediately.