



Safeguarding & Child Protection at Whale Hill Primary

This information leaflet is for adults who come into contact with children at Whale Hill Primary School.

Please read the following information which is designed to help staff and visitors to understand the importance of working safely with children at our school.

MANAGING ALLEGATIONS AGAINST MEMBERS OF STAFF

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

It is very important to do the following:

- If it is a member of staff you **MUST** share your concerns with the Headteacher.
- If it is the Head Teacher you **MUST** share your concerns with Mrs Kelly Dobson, Chair of Governors via the school. Tel : 01642 454339

Allegations against staff will be referred to the Local Authority Designated Officer (LADO) Joanne Dickson 01642 130700 who manages allegations against members of staff.

Any further action will be coordinated by the LADO.

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

- Verbal disclosure.
- 'Secret(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.

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 child you must report it to a member of the 'Safeguarding Team' via the Main Office as soon as possible:

**Mrs M. Mellor and Mrs S. Marsden
Head Teachers**

**Mr P. Forster
Deputy Head Teacher**

**Mrs L. Gordon
Assistant Head Teacher**

**Miss L. McGee
Pastoral coordinator**

**Mrs K. Dobson
Chair of Governors and
Safeguarding Governor**

SAFEGUARDING TEAM

Designated Safeguarding Leaders



Mrs M Mellor
Head Teacher



Mrs S Marsden
Head Teacher

Deputy Designated Safeguarding Leaders



Mr P Forster
Deputy
Head Teacher



Mrs L Gordon
Assistant
Head Teacher



Mrs K Dobson
Safeguarding



Miss L McGee
Pastoral and
Attendance
Co-ordinator

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 **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.