

## 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:



**Mr Lewis Pollock**  
Headteacher  
Designated  
Safeguarding Lead



**Miss Emily Cooper**  
Deputy Headteacher  
Deputy Designated  
Safeguarding Lead



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



**Mrs Judy Baker**  
Assistant Headteacher  
Deputy Designated  
Safeguarding Lead



**Miss Kate Skipp**  
EYFS Lead  
Deputy Designated  
Safeguarding Lead



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



**Mr David Harrington**  
Assistant Headteacher  
Deputy Designated  
Safeguarding Lead



## Safeguarding Guidance for Staff and Visitors

### Contact Us

Phone: 01322 225694

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

Website: [www.wentworthonline.co.uk](http://www.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:

Mr Lewis Pollock (Headteacher)

Or

Deputy Safeguarding Leads:

Miss Emily Cooper (Deputy Headteacher)

Mrs Claire Davies (Assistant Headteacher)

Mrs Judy Baker (Assistant Headteacher)

Miss Kate Skipp (Assistant Headteacher)

Mr [David Harrington](#) (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

