REPORT ANY SAFEGUARDING CONCERNS IMMEDIATELY

Members of the public can report issues of safeguarding via a phone call directly to Norfolk County Council by calling 0344 800 8020, or in an urgent situation by calling the Police on 101 or 999.

ALLEGATIONS AGAINST A MEMBER OF STAFF OR VOLUNTEER

Allegations should be reported directly to the Headteacher. Allegations against the Headteacher should be reported to the Chair of Governors or the Local Authority Duty Desk on 01603 307797

Report Safeguarding concerns immediately.

Complete all the information that is asked for on the 'Recording Forms for Safeguarding Concerns'. The form is available from the Office and from the Safeguarding Leads.

Hand the form directly to one of the Safeguarding Leads.

Members of the public can report issues of Safeguarding 24 hours a day via a phone call directly to Norfolk County Council by calling 0344 800 8020.

OUR DESIGNATED SAFEGUARDING LEADS (DSL)



Callum Richards
Executive Headteacher



Jon Wheater
Executive Deputy Headteacher



Rebecca Pollington
School Support



Gemma Leggett
Pastoral Support

Janice Wood is our Designated Safeguarding Governor and can be contacted via the Chair of Governors email address: chairofgov@forncett.norfolk.sch.uk

Carleton Rode Primary School

Forncett C.E.V.A. Primary School



SAFEGUARDING LEAFLET FOR VISITORS

NEVER PROMISE CONFIDENTIALITY TO A PUPIL

·If a pupil asks you not to tell anyone else or to keep something secret, explain that you cannot promise to do that. Explain it is your responsibility to keep them safe from harm and may therefore have to pass on the information to safeguarding leads.

·Listen non-judgmentally, sympathetically and carefully. Allow the pupil to use their own words and avoid inappropriate or leading questions.

·If you think there is a safeguarding or a child-protection issue, you must report it immediately to a Designated Safeguarding Lead via the school's recording system.

·Report conversations, incidents or signs that you notice. Do not assume another person has or will.

SAFEGUARDING

At our schools, we take our statutory duty to safeguard and promote the welfare of children very seriously.
Safeguarding is the responsibility of all staff and adults who come into contact with pupils at the school. This includes supply, staff, visitors and volunteers.
We ask that the procedures in our Safeguarding and Child Protection policy are followed as well as our staff Code of Conduct. These documents can be found both on our website and by request.

If you have any concerns about a child or young person, you must share this information immediately with one of the Designated Safeguarding Leads. Their details are on the back of this leaflet and displayed on posters around school.
Visitors will be asked to sign in and to wear a badge identifying them as a visitor. Badges must be returned when visitors leave and sign out.

SIGNS AND SYMPTOMS

Neglect

Does the child seem overweight, underweight, regularly unkempt or unfed?

Sexual Abuse

Does the child talk or act in an age-inappropriate way?

Physical Abuse

Does the child talk about violence at home or do they have bruises or injuries?

Emotional Abuse

Does the child describe treatment that could cause emotional harm?

Radicalisation

Does the child show factors of vulnerability to extremist ideologies associated with supporting terrorism or terrorist groups?

Extremism

Does the child display opposition to the British Values (e.g. democracy, rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs)?

Work Produced

Has the child said, written or drawn something in their work that gives you a cause for concern?

HEALTH & SAFETY

Carleton Rode & Forncett St Peter Primary Schools are a safe place for our visitors, pupils and staff. Everyone has a responsibility to keep the school a safe place for all. Your actions should maintain a safe environment and your actions should not endanger others in the school, including the students.

FIRST AID

If you come across an accident, a child who appears to need first aid or who asks for help with a medical condition, please refer immediately to the main school office. The office staff will then take the appropriate action e.g. offer help from a qualified first aider or contact the emergency services.

FIRE ALARM

If the fire alarm sounds (high pitched siren), please leave the building with the person you are visiting and assemble on the school field.

me, you, us
safeguarding is everyone's responsibility