

What if a child wants to tell me something?

If a child begins to tell you about something that is happening to them you should:

- Tell them that you want to make sure they are safe.
- Tell them that you will have to pass on what they tell you to keep them safe.
- Listen carefully and try not to ask questions.

Remember

NEVER PROMISE TO KEEP A SECRET

ALWAYS PASS ON THE INFORMATION IMMEDIATELY

This includes disclosures about radicalization, Domestic Abuse, Honour-based violence, Child Sexual Exploitation and Female Genital Mutilation.

Safeguarding

First Aid

If you encounter a child with any medical concerns or who seems ill, they should be referred to the medical room where a qualified first aider can assess them.

In case of an accident please contact the school office from the nearest phone and a first aider will be sent.

Office telephone number: 100

Health and Safety

The school is regularly audited to ensure that the facilities are safe for young people. However, you have a responsibility to ensure that your actions do not endanger the young people in our school.

Please ensure that you follow instructions on the school site and do not operate equipment you are not trained for.

School Trips

All school visits operate in line with the school procedures.

The school operates under the Norfolk County System for approving educational visits.

Safeguarding & Child Protection



Brundall School Quick Guide

October 2020

Introduction

Safeguarding and Child Protection are important parts of the role of all grown ups at Brundall Primary School. We ask everybody who works with our pupils to follow the guidelines set out in this leaflet.

Regardless of whether you are a teacher, a member of support staff, a visitor or a volunteer, we ask that whilst you are at Brundall Primary School you are aware of our policies and procedures and have regard to the confidentiality regarding the children at our school.

Keeping pupils safe

The school operates a policy of restricting unsupervised access to pupils to those who have been correctly vetted.

All adults who work regularly with our young people undertake a Criminal Records Bureau check which must be completed before they commence working with our young people.

Adults visiting the site for meetings who will be accompanied at all times do not need to be checked. Adults from the Local Authority carry identification cards and are checked by the LA.

The expectation is that we will always act in the best interests of the child.

Child Protection

Things you should report

- Does the child seem regularly to be unfed or unkempt?
- Does the child seem to regularly be bruised or have injuries?
- Does the child talk about violence at home?

**This list is not exhaustive -
Please report anything that gives you cause
for concern.**



If you have any concerns about a young person you meet in Brundall Primary School you should report these to a member of staff.

If you feel a young person is at risk or is the subject of abuse you should contact the designated Child Protection and Safeguarding Officers who are:

- R. Stuart-Sheppard (Headteacher)
- S. Sutton (Acting Headteacher/SENCo)
- M. Glover (Deputy Headteacher)
- P. Peers (KS2 Lead)
- J. Brown (KS1 Lead)

Concerns are uploaded to CPOMS. The relevant members of staff are notified via this system.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Headteacher. If an allegation is made about the Headteacher you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Designated Officer on 01603 223473.