

Safeguarding Children Everyone's Responsibility



Name of Setting: Woodfield Primary School

Academic year: 2016-17

We all have a statutory duty to “safeguard and promote the welfare of children”.

If you have any concerns about the health and safety of a child at this education setting or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

Some issues e.g. a child's appearance, hygiene, general behaviour, can be shared with any teacher or member of support staff in this setting. Do not worry that you may be reporting small matters – we would rather that you tell us things which turn out to be small than miss a worrying situation.

However, if you think the matter is very serious and may be related to a child protection concern, e.g. physical, sexual, emotional abuse or neglect, you must talk to one of the people below immediately. If you are unable to contact them, you can ask the school office staff to find them and ask them to speak to you straight away about a confidential and urgent matter.

The people you should talk to at this setting are:



The Head Teacher

Name: Mrs H Harrison

The Head Teachers Office

Their tel no / mobile no is 01302 853289 Extension 204



The Designated Safeguarding Lead (Safeguarding/Prevent)

Miss N Fallon

Their office is located in the Inclusion/Learning Mentor's Room

Their tel no / mobile no is 01302 853289 Extension 211

Any allegation or disclosure involving someone who works with children in a paid or voluntary capacity must be reported directly to the Head Teacher or Senior Manager, unless it involves them and then it should be reported directly to the Chair of the Governing Body or Management Committee.

The Safeguarding Children Team in your setting includes:

Head Teacher & Deputy Head Teacher: responsible for implementing policies & procedures, allocating resources to the safeguarding team & addressing staff safeguarding concerns/Prevent.

Name: Mrs H Harrison

Tel no: 01302 853289

Miss N Fallon

Deputy Child Protection Liaison Officer: a member of the teaching, support or pastoral staff, in a post which requires assessment of children, with sufficient status & authority to effectively deputise for the CPLT/O role above. Cannot be an administrative or finance worker.

Name: Mrs T Lawes

Tel no: 01302 853289 ext 204

Special Educational Needs Coordinator (SENCo): staff member who provides advice, liaison & support for school staff and other agencies working with pupils with special education needs and their parents or carers.

Name: Miss N Fallon

Tel no: 01302 853289 ext 211

Learning Mentor: addresses difficulties preventing a child from reaching their full potential e.g. behaviour, attendance, achievement, timekeeping, homework, safeguarding issues, and develops strategies to overcome these barriers.

Name: Mrs N Hoey

Tel no: 01302 853289 ext 204

Looked After Children (LAC) Designated Teacher: promotes the educational achievement of 'looked after' children who are on the school role, and helps staff understand issues that affect how they learn and achieve.

Name: Miss N Fallon

Tel no: 01302 853289 ext 211

E-safety Coordinator: to develop and maintain an e-safe culture within a school.

Name: Mrs S Watson & Mrs N Hoey

Tel no: 01302 853289 ext 210 & 204

Your Safeguarding Children Team also links in with the:

Safeguarding/Child Protection/Prevent Governor: ensures there are appropriate safeguarding children policies and procedures in place, monitors whether they are followed and, together with the rest of the Local Governing Body, remedies deficiencies and weaknesses that are identified.

Name: Mrs S Betts & Mr N Simpson

Tel no: 01302 853289

Chair of Governors: takes the lead in dealing with allegations of abuse made against the Head Teacher (and other members of staff when the Head Teacher is not available), in liaison with the Local Authority; and on safe recruitment practices with the Head Teacher.

Name: Mr P Steadman

Tel no: 01302 853289