

Wreningham VC Primary School

ANY allegation concerning a member of staff, or volunteer should be reported immediately to the Head Teacher.

- Do not go to the member of staff or volunteer
- Do not carry out any investigations

If an allegation is made about the Head Teacher, you should pass this information to the Chair of Governors through the school office or via email:

jgent@norwich-school.org.uk

- The allegation should not be discussed with any other person.

safeguarding

Tania Watts

Governor for Safeguarding Children

Mr Jon Gent

Chair of Governors

FIRST AID

If you encounter a child with any medical concerns or whom seems ill, they should be referred to the school office where a qualified First Aider can assess them. In the case of an accident, please send for a first aider immediately.

HEALTH & SAFETY

Your safety and well-being are important to us. You have a legal duty to care for the health & safety of yourself and others. If you identify any concerns, please report this immediately to the School Business Manager, Mrs Sharp.

SCHOOL TRIPS

All schools visits must operate in line with the school procedures. The school operates under the Norfolk County System for approving educational visits.

At Wreningham VC Primary School we strive to safeguard and promote the welfare of all our children.



Wreningham CE VC Primary School

SAFEGUARDING AND CHILD PROTECTION

2018

A GUIDE FOR ALL NEW STAFF,
SUPPLY TEACHERS,
GOVERNORS & VOLUNTEERS
IN OUR SCHOOL



Wreningham VC Primary School

The Designated Safeguarding Lead is
Mr Jones
Head Teacher

The Alternative Child Protection Officer is
Ms Leader
Senior Teacher

Safeguarding Children

We all have a statutory duty to report any incidents where we have any cause to suspect a child is suffering or is likely to suffer significant harm

If you have any concerns please request a School Recording Form from the school office and pass it to Mr Jones along with your contact details.

For updated information on Safeguarding Children in Norfolk visit
<http://www.nscb.norfolk.gov.uk/>

Signs and Symptoms:

- **Neglect - regularly unfed or unkempt**
- **Sexual Abuse – Talk about sex in an inappropriate way for their age or exhibit inappropriate behaviour**
- **Physical Abuse – bruises or other injuries**
- **Emotional Abuse – talk about violence at home or being told they are not wanted**

These examples are only some of the things to look for. A more detailed explanation is available as part of our Child Protection Policy which is available on request.

It is not the responsibility of school staff, volunteers or visitors to form judgements or to make enquiries of parents or others involved.

Investigations are the statutory duty of others to perform.

WHAT IF A CHILD WANTS TO TELL ME SOMETHING?



If a child begins to tell you about something that is happening to them that gives you cause for concern, you should:

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

REMEMBER

- Never promise to keep a secret.
- Do not attempt to investigate.
- Always pass on ANY concerns immediately to the Designated Safeguarding lead or the alternative designated professional.
- Keep a note of the date and time.

KEEPING CHILDREN SAFE

- The school operates a policy of restricting unsupervised access to children to those who have been correctly vetted.
- All visitors to the school will be asked to sign in our visitors' book and to wear a visitor's badge.