

Regardless of the source of harm, you MUST report your concern to the school's Designated Safeguarding Lead (DSL).

If your concern is about a staff member or a volunteer, you should report this to one of the DSLs
Mrs Jenny Sheppard, Headteacher or Mrs Tracey Lockwood, Deputy Headteacher and SENCO.

Delay in reporting your concerns could cause the child greater harm.

School staff are often the first people to see a child after they have been abused.

Not all abuse has physical signs.

If in any doubt, talk to the one of the DSLs.

The Governor for Safeguarding at
Prae Wood Primary School is Efa Schmidt
Contact: admin@praewood.herts.sch.uk

Consultation Hub for Child Protection Advice

01438 737511

Child Protection Referrals

0300 123 4043

Your designated Safeguarding Leads (DSL) are:

Mrs Jenny Sheppard, Headteacher and Designated Safeguarding Lead



Mrs Tracey Lockwood, Deputy Headteacher and Designated Safeguarding Lead



Miss Lauren Rogers, KS2 Lead and Deputy Designated Safeguarding Lead



Mrs Linda Walton, KS1 Lead and Deputy Designated Safeguarding Lead



Prae Wood Primary School

'Everyone Valued, Everyone Learning'

**Keeping Children Safe in
Education (KCSIE)
A Quick Guide for New
School Staff
and Volunteers**

As an adult working with young people, you have a duty to act when you have a concern about a child's welfare. This leaflet outlines to whom you can speak and the action you should take.

Safeguarding Reminders

To ensure the safety of our children and staff in school please ensure the following:

- On arrival sign in at the school office and don't forget to sign out when you leave
- Visitor badges must be worn at all times. Please return your badge to the school office when you leave
- Please ensure that all doors are closed securely after entering and leaving a building.
- Our school is a mobile free zone. Mobile phones may only be used in the staffroom at break and lunchtime and must be turned off and kept out of sight at all other times.
- In line with our e-safety policy visitors are requested not to take photographs without prior permission.
- Visitors are welcome to use the staff toilets in the main building.
- Unless you are visiting a child in a professional capacity you should never be alone with a child. Always ensure you are in sight of a member of staff.

Harm to a child can be caused by:

- A parent or carer
- A family member or friend
- Another child
- A stranger
- A member of staff or volunteer

ALERTS

- You may see physical signs
- You may hear worrying accounts
- You may pick up on emotional distress
- You may notice changes in a child's behaviour or presentation
- Someone may disclose to you

When to be concerned

When you become aware of information that leads you to be concerned about the physical, emotional or sexual wellbeing of a child.

The information you have may not be enough on its own for a child protection referral, however, it will help your Designated Safeguarding Lead (DSL) to make a decision about risk of harm to a child.

Dealing with a child's disclosure

- Listen carefully to what is said to you
- Don't interrupt
- Reassure
- Be calm, attentive and non-judgemental
- Don't promise to keep what is said secret
- Ask non-leading questions to clarify if necessary
- Respond
- Write it down using the child's own words
- Note anything else that made you concerned
- Sign and date it
- Give it to your DSL without delay

