

Wargrave Primary School

CHILD PROTECTION GUIDE FOR ALL STAFF & VOLUNTEERS



If anyone has a concern or suspicion about a child's welfare.

If an allegation is made by a child of a known or unknown adult, or another child

Listen, accept and reassure the child

You must inform the appropriate member of staff immediately.
Strictest confidentiality must be adhered to and the concern must not be spoken about in general.

Our Child Protection/Safeguarding Officers/Designated Teachers are:
Mrs D Holcroft, Executive Headteacher & **Miss A Epstein**, Deputy Headteacher

The Child Protection & Safeguarding Governor is:
Mrs A. Lock

If the child protection officers are not available, then contact
Mrs J Roblin Pastoral Leader
Mrs Breeze Pastoral Leader
who will seek advice

IF THERE IS A SAFEGUARDING ALLEGATION ABOUT A MEMBER OF STAFF OR A VOLUNTEER CONTACT
Mrs D Holcroft
or
Mrs A. Lock

Advice from CONTACT

01744 456600
(9) 6600

A decision will be made on any action to be taken

Record suspicion/concern in the blue book.

Inform staff who are directly involved with the child – only information they need to know to ensure the child's safety.

eCAF

Monitor

Make a referral to Social Care - CONTACT

Inform Safeguarding 674424

Inform **Mrs D Holcroft**
Exec Headteacher

Contact parents if agreed

Follow up in writing to social care as soon as possible. All confidential notes and forms to be kept securely in DH room

Follow St Helens Safeguarding flow chart

All current cases are regularly monitored by CP officers and SLT

This flow chart is designed to guide you through what to do if you have child protection concerns. It cannot legislate for every eventuality. However there are some key principals:

- To seek advice from CP officers in school if you have child protection concerns. They will seek advice from social care.
- Always record incidents in the class pastoral file. Serious concerns IW or DH will record in the blue book.
- Treat Child Protection concerns strictly confidential and as a priority.