



SAFEGUARDING CHILDREN

Our schools are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

- This means that we have a Child Protection and Safeguarding Policy and Procedures in place which we refer to in our prospectus and on the website.
- All staff (including supply staff, volunteers and Governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read the policy on request.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with their parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to one of the DSLs as soon as possible. Do NOT conduct your own investigation.
- If your concerns relate to the actions or behaviour of a member of staff (which could suggest that she/he is unsuitable to work with children) then you should report this to one of the DSLs in confidence, who will refer the matter to the Executive Head Teacher (or the Chair of Governors if the concern relates to the Executive Head Teacher) who will consider what action to take.

Chair of Governor's contact details: stmartinscog@gmail.com

Mr. Anthony Marsh –11th September 2018

Designated Safeguarding Leads (DSL):



Mr. Anthony Marsh
(Executive Head Teacher)



Mrs Maggie Down
(Deputy Head Teacher)



Mrs Kate Marchesi
(Deputy Head Teacher)



Miss Jane Mason
(Inclusion Lead)



Miss Larissa Cannon
(Early Years Lead)



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Designated Safeguarding Leads:

Executive Head Teacher: Mr. Anthony Marsh

Deputy Head Teacher: Mrs Maggie Down

Deputy Head Teacher: Mrs Kate Marchesi

Inclusion Leader: Miss Jane Mason

Early Years Leader: Miss Larissa Cannon

Health and Safety Officer:

Site Manager: Paul Webb

Safeguarding General Points:

- At all times when you enter or leave the schools, please ensure that the gates to the schools are closed.
- Ensure that you know our fire exit points and where to assemble if you hear a fire bell.
- No medication is to be left out at any time.
- Any health and safety issue you see around the schools is everybody's responsibility – please report it at the first opportunity.
- Be aware of the medical needs of the children under your care.
- Ensure any incidents of inappropriate behaviour, including racist behaviour, is logged and given to the class teacher who will then monitor and escalate the situation as necessary.
- Log any head injuries in the Accident Report Book and fill out a head injury form so that the class teacher can be notified.
- If you are injured at work, please fill out an accident report.
- Help the children to move safely around the school at all times.