

Safeguarding Induction Sheet for new supply staff, visitors or volunteers to our school

We all have a statutory duty to safeguard and promote the welfare of children and at our school we take that responsibility very seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Senior Designated Person (Felicity Hope, Head of School) or one of the Deputy Designated Persons (Claire Furness, Assistant Head of School; Rachel Mallett, Teacher; Chris Lightfoot PE HLTA).

Do not think your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example – physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form is available from Mrs Felicity Hope or Mrs Claire Furness. All teachers have copies in their orange folders.

Any allegation concerning a member of staff, a child's foster carer/parent or a volunteer should be reported immediately to the Head of School or a senior leader in charge. If an allegation is made about the Executive Headteacher or Head of School you should pass this information to the Chair of the Governing Body, Mrs Judy Ball.