

## What if a child wants to tell me something?

If a child begins to tell you about something that is happening to them you should:

- Tell them that you want to make sure they are safe.
- Tell them that you will have to pass on what they tell you to keep them safe.
- Listen carefully and try not to ask questions.
- Fill in a school 'concern' form as soon as possible and pass on to Lorraine Gowland (Safeguard lead person)

Remember NEVER PROMISE TO KEEP A SECRET!



## Safeguarding

If you encounter a child with any medical concerns or who seems ill, they should be referred to a qualified first aider to assist them.

In case of an accident please contact the school office from the nearest phone and a first aider will be sent.

Office telephone numbers

- 201
- 202

### **Health and Safety.**

The school is regularly audited to ensure that facilities are safe for young people. However, you have a responsibility to report anything you deem unsafe or hazardous.

### **School Trips**

All school trips operate in line with school procedures and a full risk assessment must be completed and attached when completing the online EVOLVE system for the trip you have organised.

# Safeguarding and Child Protection



## Quick Guide

[www.cestria.durham.sch.uk](http://www.cestria.durham.sch.uk)

## Introduction

Safeguarding children and Child protection are integral parts of the role of all adults at Cestria Primary School. We ask everybody who works with our students to follow the guidelines set out in this leaflet.

Regardless of whether you are a teacher, member of the support team, a visitor or volunteer, it is important that you are aware of Safeguarding policy and procedures.

## Keeping Pupils Safe.

The school operates a policy of restricting unsupervised access to those who have been correctly vetted. All adults who work regularly with our young people undertake a Criminal Records Bureau check which must be completed before they commence work. Adults visiting the site will be accompanied at all times and do not need to be checked. Adults from the Local Authority carry identification cards and are checked by the LA.

## Child Protection

Things you should report

- Does the child seem to be regularly unfed or unkempt?
- Does the child seem to be regularly be bruised or have injuries?
- Does the child talk about violence or other abuse at home?

**This list is not exhaustive - please report anything that gives you cause for concern.**



If you feel like a young person is at risk or is the subject of abuse you should fill in a concern form/report it to the schools designated safeguard leads:

⇒ Lorraine Gowland (Headteacher)

⇒ Nicola Bentham (Deputy Headteacher)

If you are unable to locate either of these, concerns should be written on the Child Protection concern form (available in school office).

Any allegation concerning a member of staff, a child's foster carer or volunteer should be reported immediately to the Headteacher who will inform the Chair of the Governing Body.. Alternatively you can contact the Local Authority Designated officer

Sharon Lewis

03000 268835 or

First Contact - 03000 267 979