

## What to do if...

### You have concerns about possible abuse or neglect (including allegations):

- **In an emergency**, call emergency services using 999  
(if using school telephones, dial 9 for an outside line first)
- Otherwise, seek advice from a member of staff.
- Ask for a Log of Concern form.
- Record what happened, your concerns and your actions.
- Pass all concerns to a Designated Safeguarding Lead (DSL) without delay.
- Do not discuss concerns with anyone else.
- Do not alert the alleged perpetrator.

### A child, young person or adult wishes to disclose something:

- Listen. Keep Listening. Do not question or attempt to investigate.
- Do not promise confidentiality: tell them we may need to share this.
- Assure them they are not to blame.
- Tell them what you are going to do and that they will be told what happens.
- Make careful notes of what was said, record dates, times, events and when you were told.
- Report it to the Designated Safeguarding Lead (DSL) as soon as possible. Do not delay.
- Do not discuss disclosures with anyone else.



School ID badges must be worn whilst on site.



CCTV recording is in operation at all times.

## Things to remember...

- ✓ Treat everyone with respect, setting a positive example for others.
- ✓ Respect personal space and privacy.
- ✓ Ensure any actions cannot be misrepresented by someone else.
- ✓ Challenge unacceptable behaviour.
- ✓ Do not put anyone, including yourself, in a vulnerable or compromising situation.
- ✓ Avoid being alone with a child or young person; keep doors open.
- ✓ Avoid physical contact with others.
- ✓ Do not engage in inappropriate contact with others including using social media.
- ✓ You must not keep allegations or suspected abuse secret.



## Contact details

### Designated Safeguarding Lead

#### Miss Stella Frampton

Inclusion Lead

E: [sframpton@thongsleyfields.org](mailto:sframpton@thongsleyfields.org)

T: 01480 375321

### Deputy Designated Safeguarding Leads

#### Mr David Jones

Headteacher

[head@thongsleyfields.org](mailto:head@thongsleyfields.org)

#### Mrs Sarah Matthews

Acting Deputy Headteacher

[smatthews@thongsleyfields.org](mailto:smatthews@thongsleyfields.org)

#### Miss Philie Forster

EYFS Lead

[pforster@thongsleyfields.org](mailto:pforster@thongsleyfields.org)

### The Governing Body

Governors are aware of their role in safeguarding children and review the Safeguarding Policy annually. A designated governor liaises with the school to review policies & procedures and reports back to the Governing Body.

Governors may be contacted via the school office or by emailing the Clerk to the Governing Body directly:

#### Mrs Lorraine Barr

[clerk@thongsleyfields.org](mailto:clerk@thongsleyfields.org)

Please be aware that governors do not have access to information concerning pupils, parents or members of staff and are not able to enter into discussions about individual incidents or cases.

## Where can I get further advice?

If you would like more information about Safeguarding at Thongsley Fields, please ask to speak to one of our Designated Safeguarding Leads.

**Police:** Dial 101

Dial 999 in an emergency

### Children's Social Care:

0345 045 5203

Out of hours: (01733) 234724

### Helplines:

#### Childline

(support and advice for children)

[www.childline.org.uk](http://www.childline.org.uk) Tel: 0800 1111

#### NSPCC

(for adults worried about a child)

[www.nspcc.org.uk](http://www.nspcc.org.uk) Tel: 0808 800 5000

Thongsley Fields is committed to safeguarding and promoting the welfare of children and young people and expects all staff, parents, volunteers and visitors to share this commitment.



# Safeguarding

## Information for Volunteers & Visitors

January 2019



[www.thongsleyfields.org](http://www.thongsleyfields.org)