

Astley Primary School

Safeguarding Codicil

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

We have adopted the County Policy for Safeguarding. However, there are procedures followed by all staff which are particular to our school.

Procedures:

We follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department of Children, Schools and Families (previously DfES).

Senior Designated Professional:

Mrs Jen Goakes

Alternate Senior Designated Professional:

Miss Julie Coleman

Nominated Governor:

Ms Carol Sexton

- Teachers and Teaching Assistants have access to CPOMs (access varies according to position). Mid-day Supervisors must report any concerns to Mrs Hunt and she will record these on CPOMs. Make sure all information is recorded in factual, non-emotive and non-judgemental terms with notes of date, time and context.
- The Designated Person for Safeguarding and relevant members of staff will receive an email notification and they will then check CPOMs and mark these as read and complete any follow-up actions.
- The Designated Teacher will advise, following LSCB recommended procedures, on monitoring the situation, and/or will telephone the local area consultation line for advise, and/or make a formal referral.
- Records of consultations and copies of referrals are kept in a Child Protection folder for the child, in the Head Teacher's office.
- An adult who is not a member of staff, with concerns about a child attending Astley Primary School, should be advised to share these with Mrs Goakes/Miss Coleman and given the public contact number for Children's Advice and Duty Line (not the professionals number).

At Astley Primary School we strive to safeguard and promote the welfare of all of our children.

SLT September 2019

Review September 2020