

# Woodcroft Primary School Safeguarding and Child Protection Notice – September 2020

*Child Protections and Safeguarding is everyone's responsibility – you have a duty to act*

## **If you have a concern:**

If any adult has a concern about the welfare or well-being of a child they should inform their line manager or supervisor and record it as a concern, either written or on My Concern (safeguarding management software for school account holders). Any adult working or volunteering is also able to make referrals directly to Barnet Children's Services by calling the Multi-Agency Safeguarding Hub (MASH) on **02083594066** or follow the link:

<https://www.barnet.gov.uk/citizen-home/children-young-people-and-families/Safeguarding-children/multi-agency-safeguarding-hub-mash.html>

If any adult has a concern about another staff member, worker or volunteer in at Woodcroft they should inform their line manager or supervisor immediately. Further information can be found here:

<https://www.barnet.gov.uk/citizen-home/children-young-people-and-families/Safeguarding-children/Local-Authority-Designated-Officer--LADO-.html>

For further local information visit the **Barnet's Safeguarding Partnership** <https://thebarnetscp.org.uk/bscp>

## **If a pupil discloses to you:**

A child will disclose to a person who they trust. Everyone should listen openly without asking leading questions but by using the **TED** (Tell, Explain and Describe) method of questioning. Then report the disclosure conversation immediately to a senior member of staff who will ask you to make a written record (signed and dated) or to log it on [MyConcern](#) (for school account holders). All urgent concerns should be reported in person **and immediately** to the Designated Safeguarding Lead (DSL).

## **If you are not happy with the school's response:**

If you do not think a concern has been appropriately managed it is your responsibility to escalate the matter. This could be directly to the DSL or with a referral to MASH (see above).

## **Polices**

It is the responsibility of all staff to have read and understood all school policies relating to the safeguarding of children.

● Child Protection Policy	● Health and Safety Policy	● Staff Code of Conduct
● Behaviour Policy	● Anti- Bullying Policy	● Attendance Policy
● Supporting Pupils with Medical Conditions	● Whistleblowing Policy	● Prevent Policy

Copies of these policies are available: On [school website](#), from the school office or on the staff safeguarding notice board

## **Training**

All staff receive regular safeguarding training and updates:

- annually, as part of whole staff INSET training
- as part of induction inc. DfE guidance: [Keeping Children Safe in Education \(updated Guidance 17/6/20\)](#)
- Regular bulletins and information notes

## **Designated Leads**

The school has an appointed lead person for Safeguarding called the **Designated Senior Lead (DSL)**.

This person is **KAY VANNER (Assistant Head / SENCo)**

In the absence of the DSL this duty will fall to:

**CRAIG TALLON (Deputy DSL / Headteacher) and MARK RUSSELL (Deputy DSL / Deputy Head)**

## **Designated Governor**

The school has a nominated Governor with responsibility for Safeguarding.

This person is **MICHELLE ALLEN (Parent Governor)**

## **Safer Recruitment**

Woodcroft Primary School is committed to safeguarding and promoting the welfare of its pupils. Strict child protection and recruitment procedures operate and all appointments are subject to satisfactory references and enhanced checks from the Disclosure and Barring Service. The designated Governor for Safer Recruitment is **Michelle Allen**

## **Who can children talk to if they are worried?**

Key staff who have received Safeguarding Training included:

● Family Support Coordinator – Jill Smith	● Learning Mentor – Annette Clarke	● Senior Welfare – Jackie Hatch
● School Counsellor – Marina Prevezer	● A member of the school's SLT: Sue Lloyd (Asst Head KS1), Jackie Valoti (Asst Head SMSC), Katherine Gignac (Asst Head)	