

Woodcroft Primary School Safeguarding and Child Protection Notice – September 2023

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 and Designated safeguarding Lead. It should be recorded as a concern, either written or on My Concern (safeguarding management software).

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 via:

<https://www.barnet.gov.uk/children-and-families/keeping-children-safe/worried-about-safety-child>

If any adult has a concern about another staff member, worker or volunteer at Woodcroft they should inform their line manager and Headteacher immediately. Further advice is available from the Local Area Designated Officer (LADO)

<https://www.barnet.gov.uk/children-and-families/keeping-children-safe/local-authority-designated-officer-lado>

For local safeguarding advice and 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 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](#)
- 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 **Daniela Longier**

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 **Richard Burrows**

Who can children talk to if they are worried?

Key staff who have received Safeguarding Training including School Senior Leadership, Welfare Support, School Counselor, Learning Mentor, Family Support Officer.