



Safeguarding Information Sheet

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

Safeguarding Team:



Mr Jordan License (Headteacher), **Designated Safeguarding Lead (DSL)**

Location: Headteacher's Office



Miss Uzma Ditta (Safeguarding Pastoral Lead), **Deputy Designated Safeguarding Lead (DDSL)**

Location: Children's Room (Mon-Thu)

Other safeguarding staff:



Miss Amy Houldsworth

(Deputy Headteacher)

Location: Year 2



Mrs Gina Done

(Teaching Assistant)

Location: Reception



Mrs Alex Wilks

(School Leader)

Location: Headteachers Office
(Tue, Wed, Fri)



Governor for Safeguarding – Mr Lee Arnell

Chair of Governors – Mr Lee Arnell

THE NEXT STEPS:

If you have any concerns about a child or young person in our school you must share this information immediately with our Designated Safeguarding Lead or one of the alternate post holders. There are concern forms in all classrooms, the staffroom or they are available from the office. If a DSL is not immediately available then please ensure this form is kept safely until you are able to pass it on.

You will need to include:

- Where you were;
- Time;
- Name of child;
- What they said;
- Injuries seen (if applicable) where and a description;
- Was anyone else present during the disclosure?
- Who are you passing the information to?
- Your name, Job title and date;
- Finally, sign your statement

REMEMBER:

**WHAT YOU HEAR IN SCHOOL
STAYS IN SCHOOL!**

Your record may be used as evidence. Written information **must** be factual and not your opinion.