



A Safeguarding Policy Front Sheet

Woodthorpe Primary

We all have a statutory duty to **"safeguard and promote the welfare of children"**, ([*Working together to safeguard children, DfE 2015, page 5*](#))

If you have any concerns about the health and safety of a child or young person at this education setting or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

Some issues such as a child's appearance, hygiene, general behaviour, can be shared with any teacher or member of support staff in this setting. Do not worry about reporting small matters – we would rather that you tell us things which turn out to be small than miss a worrying situation.

However, if you think that a child, a young person or an adult who cares for them has been or might be harmed, please talk to one of the people below immediately.

You can ask any member of staff to find them and ask them to speak to you straight away about a confidential and urgent matter.

The people you can talk to are:



Our Designated Safeguarding Lead/Deputy is:

Name: Dave Smith

Their office is located next to ... Main Reception

Their tel. no / mobile no is... 2399167



Our Designated Safeguarding Lead/Deputy is:

Name: Karen Bister

Their office is located next to ... Main reception

Their tel. no / mobile no is... 2399167

An allegation or disclosure involving someone working with children in a paid or unpaid capacity **must** be reported directly to the Head Teacher, Principal or Senior Manager, unless it involves them and then it should be reported directly to the Chair of the Governing Body or Management Committee.

This document can be laminated & given to parents, supply staff & visitors at your building reception, to help them to identify your safeguarding team quickly & share information easily