

## Safeguarding Team

St Cuthbert's Infant school:

Provision's Designated Safeguarding  
Lead 1: Naomi Philp Head teacher

Pre School Provision's Designated  
Safeguarding lead 1: Jayne Sherlock Pre  
School Manager

Provision's Designated Deputy  
Safeguarding Lead: Sheryl Cooper  
Deputy Head & SENCO

Provision's Designated Deputy  
Safeguarding Lead: Rebecca Harvey  
EYFS Leader

Pre School Provision's Designated  
Deputy Safeguarding Lead: Sally  
Harrison

Designated Teacher for Looked After  
Children: Rebecca Harvey

Provision's Prevent Lead: Naomi Philp

Provision's Child Sexual Exploitation  
Lead: Naomi Philp

Safeguarding Governance Lead.  
(Governor or Equivalent): Christine  
Raphael & Minnie House



**DIAL 101**  
TO CONTACT THE POLICE

In an emergency always call 999



Somerset Direct: for Children's Social Care

**0300 123 2224**



Local Authority designated Officer (LADO): Mr  
Anthony Goble

# St Cuthbert's Infant School

*Inspiring the Hope of our Future*

Safeguarding  
Advice and  
Guidance for  
Visitors,  
Temporary  
Staff &  
volunteers



## Abuse & What to do if:

### Child abuse comes in many different forms:

including verbal abuse, physical abuse, sexual abuse and children at risk of sexual exploitation (CSE). Neglect is a form of abuse. Equally concerning are incidents regarding radicalization; this is considered a form of abuse. In addition; concerns should be raised regarding female genitalia mutilation (FGM). Every adult visiting and working at our school or on site is responsible for the safeguarding of all our children/ pupils. There is no set descriptor for an abuser and many abusers are in positions of trust and responsibility. We have a whistle blowing policy if anyone has a concern about a member of staff and the appropriateness of their behaviour.

**If you notice a concern** about a child/ pupil you must report it to the Designated Child Protection member of staff. The staff are listed in this leaflet. A pink safeguarding form is available from the staffroom to note down what you have seen or observed. **If a child starts to make a statement to you of a safeguarding nature** you must not promise to keep anything they say a secret. Be clear by stating: *'I may have to pass on what you tell me to another adult to keep you safe, I cannot keep it a secret'* then try to record 'in their words' what they say. Record when (time and date) they said it, where they said it and how they seemed. All this information is helpful.

## How to report:

If you have a concern, please report immediately to the DCPC (Designated Child Protection Coordinator) which is also the Head teacher, deputy Head teacher and lead teacher of EYFS. They are named in this leaflet. If you are unable to locate a member of the Safeguarding team, ask a member at reception to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Pink safeguarding forms (and body maps) are located in the staffroom and should be used to record your concern/observations/ disclosures in writing. Once completed this should be given to the DCPC, this includes concerns regarding staff.

All adults have the right to report directly to external agencies as well as report to our DCPCs; the numbers are included in this leaflet.

If you have a concern about the Head teacher please report this to the Local Authority Designated Officer (LADO) Mr Anthony Goble on 0300 123 2224.

## Advice for safe working:

Please take care not to put yourself in a vulnerable position:

Avoid physical contact with children unless part of your job or where some form of physical contact is inevitable, such as a child has an accident or is hurt or is in a situation of danger to themselves or others around them.

Wherever possible, be visible to other members of staff and inform another member of staff of their whereabouts in school, who they are with and for how long. Do not go into cupboards (or rooms without visibility such as a window) alone with a student.

If working alone with a student, leave the classroom/office door open (ideally doors should have a clear glass panel in them).

Always use appropriate language and age appropriate language even when conversing with colleagues.

Do not share personal information with pupils.

## Your responsibility:

The Academy takes its statutory responsibility to safeguard and promote the welfare of children seriously. All adults, including visitors, volunteers or temporary members of staff should act within the safeguarding procedures outlined, which are an extract from the Academy's Safeguarding & Child Protection Policy, which directly relates to key guidance such as: 'Keeping Children Safe in Education,' Part 1 of this document is provided to all volunteers and temporary staff.

**To do nothing is more dangerous than to do something: please act to safeguard our children.**

- Adults (from external agencies) will not be permitted to work with pupils unless a DBS and all the necessary safeguarding checks are verified.
- Temporary members of staff, volunteers or agency staff supporting our pupils must provide their DBS details along with photographic identification.
- Adults will be issued with the appropriate lanyard while visiting the site and these must be worn at all times.

*Please report all concerns regardless*

## Contact Us

St Cuthbert's CofE Infant School  
Keward Walk  
Somerset, BA5 1TZ

01749 672591  
395.sch@educ.somerset.gov.uk

Visit us on the Web:  
[www.stcuthbertsinfantswells.co.uk](http://www.stcuthbertsinfantswells.co.uk)

