

A copy of the school's child protection/safeguarding policy is available on request from the office or website.

#### Policy

necessary. If a referral is made, we will inform parents.

concerns will be passed on when colleagues in other agencies with child protection issues and

It is our legal duty to assist

#### Legal Duty

office or classrooms.

Catherine Golding. Appropriate forms are available in the Person, Mrs Bocking, or the alternates, Miss Ruth Chell or Mrs

in writing and given to the Senior Designated Safeguarding Any concern for a child's safety or welfare should be recorded

#### Concern

but confidentiality will be maintained at all times.

share what they have been told with other people who can help, They will make sure the child knows that they may have to

requires action and know which authorities need to be informed, through training and induction, to recognise when an issue

Should any child make a disclosure, staff should be able,

or regular visitor about their concerns and worries.

pupils feel secure and able to talk freely to any member of staff We have established, and will maintain, an ethos whereby our

volunteers should share this commitment.

tively promoting the welfare of all children. All staff and Docking Primary school is committed to safeguarding and ac-

from harm at all times.

Safeguarding children means keeping them safe and protected



## SAFEGUARDING INFORMATION for regular visitors and those with significant access to children. 2016/17



Docking C of E Primary School & Nursery  
Chequers Street  
Docking  
King's Lynn  
Norfolk



- ◆ Never delay getting help
- ◆ Do not display disbelief
- ◆ Do not promise to keep a secret
- ◆ Do not make negative comments
- ◆ Do not pass an opinion about the alleged perpetrator
- ◆ Do not speculate
- ◆ Do not look shocked or distasteful
- ◆ Do not investigate or probe

#### What to avoid

- ◆ Take what you are being told seriously
- ◆ Listen carefully – do not interrupt
- ◆ Acknowledge what you have been told
- ◆ Remain calm
- ◆ Reassure them it was right to tell us
- ◆ Tell them you will have to pass the information on and who you will be telling and why
- ◆ Inform Mrs Bocking, Miss Chell or Mrs Golding who will help you complete a pink form

#### Should a child make a disclosure to you:

**Recruitment Practices**  
Our Governing Body ensures our recruitment practices are compliant with statutory requirements. All staff, regular volunteers and visitors are required to complete DBS checks and when appointing new members of staff, the application process will assess the suitability of the candidates to work with children along with their capacity to fulfil their responsibility to safeguard children.

#### What you should do without delay:

It is important to commit your concerns to paper. Your observations are important and, along with the observations of others, will help to build a clear picture of the child's needs. Be sure to record **immediately** after you make an observation, or receive information of concern. The form should then be passed on **immediately—do not wait!**

In the first instance, please contact the Headteacher and designated professional - **Mrs Sarah Bocking** 01485 518344 head@thestmaryfed.norfolk.sch.uk

In her absence, please contact **Miss Ruth Chell** or **Mrs Catherine Golding** (alternate designated professionals)

Appropriate forms are available in the office and classrooms

#### Your record must include the following:

- ◆ The name of the child.
- ◆ The place where you have made the observations.
- ◆ Who passed information onto you.
- ◆ The date and time of the observations.
- ◆ Who you are passing your concerns onto.
- ◆ Your name and your role.
- ◆ Record the facts.
- ◆ Be careful to avoid any opinion.
- ◆ Try to use the exact words used as much as you possibly can.

**The Named Governor for Safeguarding is:**

**Mrs Sally Beeston**

**01485 210479 or 07970229121**

**Email address: safeguarding@thestmaryfed.norfolk.sch.uk**