

A child may choose to talk to you about something which concerns them. It is important to:

- Always take what a child says seriously.
- Listen but do not probe or ask any leading questions.
- Do not make promises to keep information secret.
- Write a short account; recording the date, time and any concerns you may have. Sign the account and speak to the Designated Safeguarding Lead or Deputy who will take responsibility to inform the relevant agencies without delay.

It is of vital importance that you **do not** investigate any safeguarding concerns yourself. If you do investigate the concern yourself it can cause implications for the child and potentially put them further at risk. You could also be putting yourself at risk so you **must** report any concerns directly to **Mrs Richardson, Miss Rennison or Mrs Walker.**

Concerns about Staff

In exceptional circumstances you may have concerns about the conduct of a member of staff. It is important that you observe the points in this leaflet and inform the Headteacher (Mrs. J. Rodwell) immediately. The Headteacher will refer the matter to the Local Authority Children's Social Care Services and a Lead Authority Designated Office (LADO) will co-ordinate any future actions. If the concern is about the Headteacher, you may contact the Chair of Governors through the school office.

Park End Primary School
Overdale Road
Park End
Middlesbrough
TS3 0AA
Tel: 01642 314309

Email: contact@parkendprimary.co.uk

Headteacher: Mrs J. Rodwell

Park End Primary School



Safeguarding and Child Protection

This information leaflet is intended for all adults who come into contact with children and young people

The Designated Safeguarding Lead (DSL) is:

Mrs L. Richardson

The Deputy Designated Safeguarding Leads are:

**Mrs N. Walker
Miss K. Rennison**

Tel: 01642 314309

Park End Primary School Safeguarding



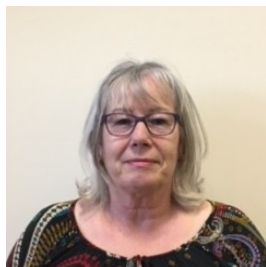
Mrs L. Richardson

Designated Safeguarding Lead (DSL)



Miss K Rennison

Deputy Designated
Safeguarding Lead



Mrs N. Walker

Deputy Designated
Safeguarding Lead



Mr. D. Jackson

Chair of Governors
and Governor
responsible for
Safeguarding



Mrs J. Rodwell

Headteacher

This information is designed to help everyone to understand the importance of keeping children safe.

- It is important to follow the schools ID security procedures as requested.
- All adults who come into contact with children have a duty of care to keep them safe and free from harm.
- Always ensure that you **do not use your mobile phone** and turn it off.
- Do not take any photographs without prior consent.
- Report any visitor that you see taking photographs of children to the school office.

Monitor the areas you are working in or visiting.

- Be aware of visitors who seem to have no business on the premises, questioning them and ensuring that their business is legitimate.
- If you are unsure whether a person visiting the school should be supervised or not, always check with the office.
- Observe Health and Safety regulations.
- If the fire alarm sounds, please follow the fire safety instructions located in each room. If you require assisted evacuation please inform the office staff when you arrive.