

Children and young people who are at risk of harm or neglect can sometimes be identified by the following:

- Verbal disclosure
- Observations
- 'Secrets' - Adults **MUST** share information that could indicate a child is being harmed/neglected
- Information from concerned school friends or other adults
- Behaviour
- Emotional well-being
- Self-harm
- Written school work

## MANAGING ALLEGATIONS AGAINST MEMBERS OF STAFF

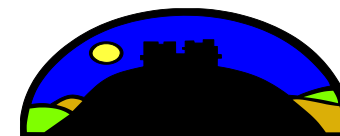
In exceptional circumstances you may have concerns about the conduct of a staff member.

It is very important to do the following:

- You **MUST** share your concerns with the Headteacher.
- If it is the Headteacher you **MUST** share your concerns with the Chair of Governors. Contact details available from the school office.

Allegations against staff will be referred to the Local Authority Designated Officer (LADO) who manages allegations against members of staff.

Any further action will be coordinated by the LADO.



## Safeguarding & Child Protection at Bankfields Primary School

This information leaflet is for adults who come into contact with children and young people at Bankfields Primary

Please read the following information which is designed to help education staff, parents and visitors to understand the importance of working safely with young people at the school.

## KEEPING YOUNG PEOPLE SAFE!

All staff and visitors have a responsibility to help identify children and young people who are at risk of significant harm and in need of protection.

If you identify a Child Protection/ Safeguarding concern in respect of a young person you must report it to a member of the 'Safeguarding Team' via the Main Office as soon as possible.

If a member of the team is not available you must report to the team leader of the area of school you are working in:

Foundation Stage: Miss C Bennett

Key Stage 1: Mrs S Turner

Lower KS 2: Mrs C Masheder

Upper KS 2: Mrs E Gatenby

# Safeguarding Team



Safeguarding Lead  
Mrs Petrie



Deputy Safeguarding Lead  
Mrs Gatenby



Deputy Safeguarding Lead  
Mrs Masheder



Safeguarding Governor  
Mrs Neale

## HELPFUL TIPS TO PROTECT CHILDREN!

Safeguarding Children and Young People is a sensitive and difficult area and requires all adults to work together.

Good lines of communication are essential. Information must be shared with the Safeguarding Team as soon as possible.

A child may choose to share child protection concerns with you. It is important that the child is heard and what they say is recorded.

You should listen to the child at an appropriate time and try to record word for word what they have disclosed.

Please be factual and remember to state:

- The name of the child.
- The date and time of disclosure.
- Details of the disclosure.
- The author's name, signature and date.
- Remember your statement could be used as evidence.

***If a child discloses a child protection concern with you, DO NOT QUESTION FURTHER OR INVESTIGATE.***

***Please inform a member of the Safeguarding Team immediately.***