

## Safeguarding Induction Sheet

(For all new staff, supply staff and visitors working with children)

We all have a statutory duty to 'promote and safeguard the welfare of children' (Section 175 Education Act 2002)

If you have any concerns about the health and safety of any child in this school, or feel that something may be troubling them, you must share this information with an appropriate member of staff straightway. Some issues e.g. a child's appearance, hygiene or general behaviour can be shared with any teacher or member of support staff.

Do not worry that you may be reporting a small matter - we would rather you tell us things - than miss we miss a worrying situation.

If you think however, that the matter is serious and may be related to a child protection concern i.e. physical, sexual, emotional abuse or neglect, you must talk to one of the people below immediately.

Any allegations or disclosures involving a member of staff needs reporting directly to the Headteacher immediately, unless the allegation involves the Headteacher and then the concern needs reporting to the Chair of Governors.

The staff you should talk to at this school are:



**Miss K Robinson**  
Head Teacher



**Miss L Clarkson**  
Assistant Head Teacher



**Mrs L Wells**  
Learning Mentor

The Safeguarding Governor is Mrs Sharon Butterfield and the Chair of Governors is Mr Stephen Groves. Both can be contacted via the school office.

**Thank you for supporting and safeguarding the children at our school**