

Joydens Wood Infant School

Safeguarding Procedures for Staff



Think: It could happen here... Be vigilant at all times

“All staff at Joydens Wood Infant School form part of a positive culture where safeguarding is an important part of everyday school life backed up by staff training at every level.”

What to do if a child discloses something that concerns you

Remember the 4 R's - **Recognise, Respond, Record, Refer**

- The welfare of the child comes first
- Listen, stay calm and reassure the child
- Do not promise confidentiality
- Do not question – clarify if necessary with caution (*tell, explain, describe, repeat what they have said*)
- Record as soon as possible using child's own words
- Remember to record using the school's RED forms
- Inform Designated Safeguarding Lead
- It is the member of staff who records the concern's responsibility to check the RED form has been actioned

What should you look for?

These are some of the characteristics of a child suffering abuse.

- Change in behaviours or uncharacteristic behaviours, possibly acting out situations
- Disclosure
- Unexplained bruising or unusual reason for bruises
- Unexplained absences
- Poor hygiene
- hunger

Home time arrangements

- **Please ensure that children only leave with the adults who are authorised to collect.**
- Parents can notify of additional adults collecting by completing the notepad by the front door or by contacting the office during the day.
- Please check the after school clubs lists to ensure children go to the correct club and on the correct day.
- Remember the child's welfare is paramount. Don't let a child leave your care if you have any concerns.

Referrals should be made in the following order:

- 1. Miss Rachel Hately (Headteacher)**
- 2. Mrs Paula Chapman (Deputy Headteacher)**
- 3. If Rachel/Paula are not on site the referral should be made to Deputy Safeguarding Lead, Mrs Carly Adams**

The governor responsible for Safeguarding is Mrs Cynthia Jacobs