

Appendix 2: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.



We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from the staff room or school office. Please ensure you complete all sections as described.

If you are unable to locate them ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Headteacher. If an allegation is made about the Headteacher you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Designated Officer on 01603 223473. [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

The people you should talk to in school are:

Designated Safeguarding Lead (DSL): Mrs Teresa Osborne, Headteacher

Location of office: As you come through main school foyer, second office on the right

Contact Number: 01508 492700

Alternate Designated Lead: Mr Michael Stowers, Assistant Headteacher

Location of office: Class 4, as you come through main school foyer, turn left, last classroom to the left

Contact Number: 01508 492700

Chair of Governing Body: Mr Michael Hibbin

Contact Number: 01508 494792

Governor for Safeguarding: Rev Chris Ellis

Contact Number: 01508 484174

At Alington & Bergh Apton CE VA Primary School we strive to safeguard and promote the welfare of all of our children.