



## Safeguarding at Cavendish CE Primary School

At Cavendish CE Primary School, we believe that keeping children safe is the responsibility of every single member of our team—from the Headteacher to our midday supervisors. Safeguarding isn't just a policy; it's a core part of who we are and what we do every day.

This procedure should be read alongside our [Safeguarding Policy](#) and [Whistleblowing Policy](#), which set out our full responsibilities and commitments.

### Leadership and Designated Safeguarding Leads (DSLs)

Our safeguarding team is led by our Designated Safeguarding Leads (DSLs):

- Sam Goulding, Headteacher
- Andrew Berry, CEO – Tilian Partnership

The DSLs are available during school hours to discuss any safeguarding concerns from staff or parents. Staff can also contact us outside of school hours using the emergency contact details we've provided.

### If You're Worried About a Child Outside of School Hours

Please don't wait if you believe a child is at risk. You can:

1. Call **999** in an emergency
2. Contact the NSPCC on **0808 800 5000**
3. Call Suffolk's Emergency Duty Service on **0808 800 4005**

### Staff Training and Vigilance

We ensure that all staff receive **annual safeguarding training**, as well as **termly updates** to stay informed on the latest safeguarding issues and procedures. Safeguarding is always the first item on the agenda at our staff meetings—because keeping children safe is our top priority.

## **Confidentiality and Reporting**

- We record all safeguarding concerns directly on CPOMS, our online safeguarding and child protection management system.
- Staff share information on a need-to-know basis to ensure the child's safety remains paramount.
- Concerns about pupils are referred immediately to a DSL via CPOMS, without discussion with others.
- Concerns about staff are reported directly to the Headteacher; if the concern involves the Headteacher, it is escalated to the CEO.

## **When a Child Discloses Something**

We train staff to:

- Listen without interrupting or leading
- Remain calm and supportive
- Reassure the child they've done the right thing
- Clearly explain the next steps
- Never promise to keep it secret
- Record the conversation accurately on CPOMS, using the child's own words, and alert a DSL immediately

## **Taking Action**

After a concern is raised, the DSL may:

- Call **999** if there is immediate risk
- Contact the child's parents or carers (where appropriate)
- Consult with MASH on **03456 061 499**
- Complete a MARF referral
- Contact the Local Authority Designated Officer (LADO)
- Begin a CAF
- Ask staff to monitor the child
- Decide that no further action is needed (with a clear, recorded rationale)

## **Peer-on-Peer Abuse**

We recognise that abuse can occur between children and that it can take many forms, including:

- Bullying (including cyberbullying)
- Physical abuse
- Online abuse
- Gender-based abuse
- Sexual violence and sexual harassment
- 'Sexting'
- Initiation ceremonies or rituals

We do not tolerate any harmful behaviour at Cavendish CE Primary School. We take swift, proportionate action to intervene when it occurs and support both victims and perpetrators. Through lessons, assemblies, and our PSHE curriculum, we teach children in an age-appropriate way to understand what abuse is, respect boundaries, and feel confident to tell a trusted adult if they or someone they know is being harmed. Any incidents of peer-on-peer abuse are managed within our safeguarding framework, following the same reporting and referral procedures outlined above. Please see Section 1.8 of Appendix 1 in the Tilian Safeguarding Policy for further details.

### **Our Early Help Offer**

We believe in supporting children and families at the earliest opportunity. Our Early Help offer includes:

- Colouring club drop in – before school
- Regular PSHE sessions, including SRE (Sex and Relationships Education)
- Behaviour support programs
- Comprehensive transition planning year-on-year, between phases, and for secondary school placements

### **Engaging with Families**

We value strong, positive partnerships with parents, carers, and families. We maintain an open-door policy, and leaders are visible at the start and end of the school day. We invite families to join us for many learning events throughout the year, including:

- Open Days
- Lesson drop ins
- Church services

These opportunities allow us to share your child's progress and work together to support their development.

### **Monitoring**

To ensure the effectiveness of our safeguarding arrangements, we undertake regular monitoring, including:

- Termly visits from our Safeguarding Governor
- Gathering pupil perceptions through surveys and discussions
- Parent questionnaires
- Half-termly checks of the Single Central Record (SCR)
- Half-termly audits of safeguarding records and files

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