

Cavendish Church of England Primary School is committed to safeguarding.

This leaflet has been designed to help you understand how we respond to concerns in order to keep all children in our care safe. Please ask any of the contacts named in this leaflet if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of anyone in our school, you must report this to the Designated Person for Safeguarding.

Useful information –

School website: www.cavendishprimaryschool.co.uk

Contact numbers: 01787 280279

Cavendish Church of England Primary School
The Green
Cavendish
Sudbury
Suffolk
CO10 8BA



Cavendish Primary School Safeguarding Advice for Families

A short guide to explain how we Safeguard the children
at
Cavendish Primary School.

The Designated Professionals for Safeguarding Children at Cavendish are;

Cheryl Wass (Head of School)
Alison Lewis (Foundation Stage teacher)

The Governor with Safeguarding responsibility is;

Jenny Carpenter
Sarah Samways

Relevant Policies:

Safeguarding Policy
Child Protection Policy
Health and Safety Policy

Our aim is to provide a safe and secure environment for all. As a school we are committed to safeguarding.

Security

All staff wear ID badges. All visitors must report to Reception on arrival and sign the Visitors Book showing ID and DBS if appropriate. All visitors are issued with a label. Adults within school are expected to challenge unfamiliar adults.

If the usual adult cannot collect a child, please call the office before the end of the school day. You will need the child's name, class, and full name of who is collecting. This information will be shared with the class teacher.

Mobile numbers change frequently. Please ensure that the school office have your up to date contact numbers and address at all times, in writing.

What are staff responsibilities?

All those who come into contact with children in their everyday work, paid or voluntary have a duty to safeguard and promote the welfare of young people and report any concerns to the designated professional for safeguarding.

Enhanced Disclosures

All staff and regular volunteers will require a Disclosure and Barring Service (DBS) enhanced certificate. Staff and visitors keep up to date through training and discussion with DSL.

What staff do if they are worried about a child?

Staff receive regular safeguarding training and are required to report any concerns about comments made, unusual marks or bruising or changes in behaviour to a Designated Professional for Safeguarding.

How do staff react if a child says something unusual?

At Cavendish we listen without displaying shock or disbelief or asking direct questions. We allow the child to talk freely. We reassure the child but do not make promises regarding keeping confidentiality. We explain that we **must** tell a lead professional so that they can help. We stress that it was right to tell. We do not criticise the alleged perpetrator. Staff immediately record details in the exact words or phrases used. The report is given to the Designated Lead Professional in a sealed envelope.

What happens next?

The Designated Lead Professional and the MASH (Multi Agency Safeguarding Hub) team decide the next step, sometimes with advice from Children's Social Services. Where possible, we will inform the family concerned that a cause for concern has arisen and is being considered by Children's Social Services. If the concern requires further investigation Children's Social Services will contact the family concerned in order to provide the most appropriate support and guidance.

How do I ensure that my behaviour is appropriate?

Cavendish Primary School has a Child Protection Policy on the school website. Some of the main categories of concern are;

Physical abuse – unusual marks, marks in unusual places on the body,
physical punishment or talking about physical punishment.
Physical punishment with implements is illegal in the UK, this
Includes heavy handed smacking.

Emotional abuse – exposure to adults behaving inappropriately e.g. arguing,
fighting, swearing, alcohol excess, substance abuse,
hearing threats, observing adult material/games/DVDs

Sexual abuse – this can be actual, verbal or visual

Neglect – diet, health and well-being, attendance, punctuality, left home alone

Female Genital Mutilation – this is illegal in the UK

If you ever feel that you are becoming susceptible due to developments in your personal life, leaving you emotionally vulnerable, we are here to help.

Please help us safeguard the young people in our care by following these guidelines.