



Moat Farm Junior School

Safeguarding Guidance for Visitors & Volunteers

Moat Farm Junior School is committed to safeguarding and promoting the welfare of all our children. It is a requirement that all staff, visitors and volunteers share this commitment.

We have a duty of care to our children to pass on any information about them which is a concern to a Designated Senior Person (DSP) responsible for Safeguarding.

Our Procedures

- Be aware of and alert to the potential abuse of children.
- All Safeguarding and Child Protection issues or concerns must be reported to one or all of the following DSP members of staff:



Ms L Stone
Head Teacher
Designated Senior
Person



Dr L Braznell
Business Director
Deputy Designated
Senior Person



Ms T Millard
Safeguarding Manager
Child Protection Level 3
Trained



Mrs E Shaw
Deputy Head Teacher
Child Protection Level 3
Trained

- If one of our pupils makes a disclosure to you remain calm and reassure the child that they haven't done anything wrong.
- **DO NOT** promise confidentiality; explain that you may need to tell someone.
- If you need to clarify information, ask open ended questions "Can you tell me/explain/describe?"
- Record the disclosure on a **Cause for Concern Form** (*these can be found on the Safeguarding Board in the Staffroom, Pastoral Office, Safeguarding Packs in every classroom*) The information needs to be factually accurate and using the words of the child. Also include any emotions and body language the child is displaying.
- **DO NOT** record your assumptions or interpretations.
- The record must be signed and dated.
- Pass the completed *Cause For Concern Form* to a DSP Immediately.
- For further information on types of abuse and Safeguarding at this school, please see the full policy document which is available in the school office, in the Safeguarding Packs in every classroom and on the website.

Please always remember...

Don't think
"What if I'm wrong?"

Think
"What if I'm right?"

