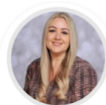


## Our Safeguarding Team



**Mrs Broadbent**

Executive Headteacher, Designated Safeguarding Lead, Prevent Lead



**Mrs Bird**

Executive Deputy Headteacher, Pastoral Head of Schools, Deputy Designated Safeguarding Lead



**Mrs Donaldson**

Head of School Upton St Leonards, Deputy Designated Safeguarding Lead



**Mrs Wood**

Head of School Nailsworth, Deputy Designated Safeguarding Lead



**Mrs Ward**

Head of School Bisley Blue Coat, Deputy Designated Safeguarding Lead



**Mrs Knight**

Assistant Headteacher (Inclusion & Personal Development) Upton St Leonards, Deputy Designated Safeguarding Lead



**Mrs Bailey**

Family Support Worker Upton St Leonards, Deputy Designated Safeguarding Lead



**Miss Walters**

Pastoral Support Worker Nailsworth, Deputy Designated Safeguarding Lead



**Mrs Watson**

Wrap Around Care Lead Nailsworth, Deputy Designated Safeguarding Lead



**Mrs Possee**

Wrap Around Care Lead Upton St Leonards, Deputy Designated Safeguarding Lead

## Emergency Contacts:

|                                                                   |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Local Authority Designated Officer (LADO)                         | Allegations Management Team                                    | <a href="mailto:amadmin@gloucestershire.gov.uk">amadmin@gloucestershire.gov.uk</a><br><b>01452 426994</b><br><a href="#">The Role of the LADO &amp; The Allegations Management Process</a>   Gloucestershire County Council                                                                                                                                                                                            |
| In the event of an emergency MASH (Multi Agency Safeguarding Hub) | Urgent concerns or advice                                      | <b>999</b><br><b>01452 426565 (Monday to Friday 9am to 5pm)</b><br><b>01452 614194 (Emergency Duty Team, EDT)</b><br><a href="#">Gloucestershire Safeguarding Children Partnership (GSCP) - Gloucestershire Safeguarding Children Partnership</a><br><a href="#">Brian Devers</a><br><a href="mailto:Martin@gloucestershire.gov.uk">Martin@gloucestershire.gov.uk</a><br>Landline: 01452 583762<br>Mobile: 07899994759 |
| GSCP                                                              | Brian Devers-Martin (Gloucester)<br>Stephanie Ridsden (Stroud) | <a href="mailto:Stephanie.Ridsden@gloucestershire.gov.uk">Stephanie.Ridsden@gloucestershire.gov.uk</a><br>Mobile: 07500072949                                                                                                                                                                                                                                                                                          |
| Community Social Workers                                          |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Early Help Co-ordinators                                          | Laura White (Gloucester)<br>Mandy Gannon (Stroud)              | <a href="mailto:gloucesterearlyhelp@gloucestershire.gov.uk">gloucesterearlyhelp@gloucestershire.gov.uk</a>                                                                                                                                                                                                                                                                                                             |



## Welcome to our School

### Safeguarding Children is Paramount.

We are committed to providing a safe environment, identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action.

At any time you might be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

This leaflet has been given to you to make sure you understand what is expected of you. Please seek advice from the Safeguarding Team if you are unclear about anything in this leaflet and keep it in a safe place .

***Safeguarding and child protection is everyone's responsibility.***

## What should I do if I am concerned about a child?

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The Federation's Safeguarding (Child Protection) Policy is available on the Federation website. All staff, visitors, volunteers, contractors are expected to have read and understood this.

In line with this, if you have a concern about the safety of a child, you **MUST** report this, regardless of the source of harm.

If a child discloses a safeguarding issue to you, you should:

- Stay calm and do not show that you are shocked or upset;
- Listen to and reassure them. Allow them time to talk freely and do not ask leading questions;
- Tell the child they have done the right thing in telling you. Explain that they will be supported and kept safe (a victim should never be given the impression that they are creating a problem by reporting, nor should they feel they should have reported it sooner);
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret;
- Inform a DSL;
- Write up your conversation and follow on actions using the school CPOMS system as soon as possible, in the child's own words. Stick to the facts, and do not put your own judgement on it; Write down the account and sign and date it if you do not have access to the system;
- Ensure the DSL has been alerted to your written account so that it can be securely shared with key staff;
- Aside from the people directly involved, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process

Ensure a referral to children's social care and/or the police is made **immediately** if you believe a child is suffering or likely to suffer from harm, or is in immediate danger. **Anyone can make a referral. This can be a DSL after you have provided them with the relevant information, or you can make a referral directly with or without support. Tell a DSL as soon as possible if you make a referral directly.**

## What should I do if the alleged abuser is a member of staff working with children?

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If your concern is about a staff member, supply teacher, contractor or volunteer, you should report this to the Executive Headteacher. If however, your concern is about the Executive Headteacher, you should report this to the Chair of Governors—chair@heartwood.co.uk or chair@bbcopsfed.gloucs.sch.uk. The senior person will then contact the Local Authority Designated Officer (LADO) for a discussion.

## How do I ensure my behaviour is always appropriate?

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The Federation has a Staff Code of Conduct, as well as a Low-Level Concerns Policy—both documents can be found on the school website. All adults in school also sign and agree to our Acceptable Use Policy. In addition to this, all stakeholders should be aware of guidance within 'Guidance for Safer Working Practice'- a copy of which can also be found on our website. If you need further guidance beyond this, please consult with a Safeguarding Lead.

## Remember!

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Harm to a child can be caused by other children, as well as adults. This is called 'Child-on-Child Abuse'. Please see our Child Protection (Safeguarding) Policy, Anti-Bullying and Anti-Hate Policy and Relationships (Behaviour) Policy for help with this. Alternatively, speak to a Safeguarding Lead if you have a concern of this nature.

## Other safeguarding measures to be aware of:

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### Visitors

All visitors must sign in when entering the school building. If you work for GCC, you must show your ID badge to confirm you have undergone necessary safeguarding checks. All other visitors should have undergone ID and DBS checks with our Business Manager, details of which will be held on our Single Central Record (SCR). You **MUST** wear a lanyard at all times:

Green lanyards—Staff

Orange Lanyards—DBS checked

Red— Individuals with a red lanyard must not be left alone with children and should be accompanied at all times when children are on the premises. Please challenge an adult wearing a red lanyard if they are unaccompanied. Likewise, please challenge any adult not wearing a lanyard at all.

### First Aid

The majority of our Support Staff are First Aid Trained— Please ask a member of staff if you or a child require First Aid.

### Fire Alarm and Lockdown Procedure

In the event of the fire alarm sounding, you should leave the building via your nearest exit and go to your nearest assembly point. If you have a disability and would need help to leave the building, please let the Office Team know.

The lockdown alarm is an intermittent sounding alarm. If you hear this, please take refuge in your nearest room and follow staff direction.

### Confidentiality

You should respect the school's confidentiality policy with reference to school issues and individual children at all times. Information on children's abilities or behaviour should not be shared out of school.

### Data Protection

Information obtained in school should not be shared or taken out of school. School policies on data protection are available on our website.

### Health & Safety

A copy of our Health & Safety Policy can be found on our website.