You should never worry about passing on your concerns, no matter how small. Even the smallest thing can be an indication of a bigger problem and it is important that all concerns, **no matter how seemingly trivial,** be passed on.

Never think "it could never happen here!"

We are committed to safeguarding and meeting the needs of all our children.

Whole school Designated Safeguarding Leads:

Mr. Meakin (Headteacher)

Mrs. Carol Pedley (Sendco)

Mrs. Lily Ogilvie

(Year 4 teacher)

Ms. Kate Midworth

(Year 5 teacher)

Mrs. Amy Watson

(Reception teacher)

Photographs of these members of staff are displayed on windows throughout the school.

Governor with responsibility for safeguarding:

Mr Elliot Ammar

Elliott.ammar@hollylodge.kite.academy.

Everyone has a responsibility to make sure that children at Holly Lodge are safe.

If you have a concern PLEASE DO NOT:

Decide to do nothing or leave our school without telling any-one.

HOLLY LODGE PRIMARY SCHOOL

Safeguarding Information

As a visitor to Holly Lodge, either as a volunteer, supply teacher or someone who has come to work with our children in any other capacity, it is important that you are aware of our Child Protection procedures.

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone whom they trust or know well and this may not always be their own class teacher.

There may also be occasions when you have cause for concern either about marks or bruises on a child, about something they say or a change in their behaviour or appearance.

If a child chooses to disclose information to you:

Whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass as the child might not have the confidence to try again and children rarely lie about such matters.

Helping the child when abuse is disclosed:

• Be prepared to listen and comfort.

• Do not make a promise that you cannot keep**.**

You cannot promise confidentiality as the information will have to be passed on.

- Explain to the child that you will need to pass this information on to the class teacher or the DSLs (Mr. Meakin, Mrs Pedley, Mrs Watson, Mrs Ogilvie, Ms Midworth).

• Make them aware that their disclosure will be reported only to those who need to know and who can help.

• Write down everything that the child tells you.

• Do not show shock or distress. Stay calm.

• Let the child know at once that it was not his/her fault and keep restating this.

• Reassure the child that they were right to tell, even though the abuse may have happened a long time ago.

I***t is not your responsibility to investigate suspected cases of abuse. It is your duty to report it immediately .***

If you are concerned about the actions of a member of staff or if there has been an allegation made about them you must report this to the Headteacher. (head@hollylodge.kite.academy)

If you concerned about the actions of Headteacher you must report this to the Chair of Governors, (Mr Andy Green)