



Carterhatch Infant School

Safeguarding

**Safeguarding is the
responsibility of
everyone.**



Safeguarding

At Carterhatch Infant School we prioritise safeguarding and promote the welfare of our children and staff. Our aim is to promote a culture of being a safe organisation for children and the adults who work with them.

Visitors

You will be welcomed at the office as you arrive. Please sign in on the screen at the front desk and wear your visitor's sticker.

We will ask for a letter from the relevant company you work with, ask to see your current DBS certificate and your ID.

Mobile Phones

We provide lockers for your personal items and to store your mobile phone. Mobile phones are not permitted in any part of the setting whilst children are present. You may use your phone during your break in the staff room. If your phone is an integral part of your job the Senior Leadership Team may agree permission for use.

Car Park

There is parking on the road outside of the school and on Autumn Close. There is limited parking within the staff car park. Due to pedestrian access the car park is closed from 8.15 to 9.00 and 2.45 to 3.15.

Fire Evacuation Procedure

- The fire alarm is signalled by the continuous ringing of the school bells.
- On hearing the alarm, leave the building via the nearest /safest route, close all doors behind you, report to assembly point on the school playground
- Do not take risks, do not return to the building unless authorised to do so.
- If you discover a fire, press the nearest fire alarm button and inform a member of staff.
- The safety of pupils is a priority, and they should be led to the assembly point in the school playground (via the wooden gate nearest to school if in nursery.)

Safeguarding Team

- The **DSL, Designated Safeguarding Lead** is **Sarah Clements**, Headteacher. She coordinates all issues relating to safeguarding children. Any concerns about a child's safety or welfare should be reported to Sarah.
- The **Deputy Safeguarding Lead** is **Rebecca Castle**, SENDCo.
- **Niamh Bays** is the named governor for safeguarding issues.
- The safeguarding team also includes **Sandra O'Driscoll**, Family Support Worker, and **Sharon Kingham**, School Business Manager. All members of the Safeguarding Team wear a **red** lanyard.



Sarah



Rebecca



Sandra



Sharon

At any time, you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm. You may observe physical signs, notice changes in the child's behaviour or presentation; pick up signs of emotional distress or have a child disclose a concerning experience to you.

Harm to a child can be physical or emotional and can be caused by

- A parent/carer
- A family member or family friend
- Another child/peer
- A stranger
- A member of staff or volunteer

If a child disclosed that they are being harmed –

- Listen – listen carefully to what is being said to you, do not interrupt.
- Reassure – reassure the child that it is not their fault, stress that it was the right thing to tell. Be calm, attentive, and non-judgemental. Do not promise to keep what is said a secret. Ask non-leading questions to clarify if necessary.
- We use **TED** – **T**ell me more **E**xplain that to me **D**escribe what happened.

The information you have may not be enough on its own for a child protection referral to MASH (Multi Agency Safeguarding Hub), however it will help our Designated Safeguarding Lead to make a decision about risk of significant harm to the child.

Recognise the concern



Respond – inform the safeguarding team without delay.



**Make a written record using the child's own words, visitors use the green incident forms located in the blue box outside the Headteachers office.
Staff record electronically on our Safeguard system.**



Pass the record on to the Safeguarding Team.

If your concern is about a staff member or volunteer, you should report this to the Headteacher. If your concern regards the Headteacher, you should report such allegations to the Chair of Governors, Tracey Charles.

Keeping Children Safe in Education (KCSIE) is updated yearly and can be found in our staff room or via this link [Keeping children safe in education 2024](#)

There is a safeguarding notice board in the staff room with updates and further information.

Contacts:

MASH – 0208 379 5555

NSPCC – 0808 800 5000

LADO – 0208 132 0369 (concerns re safeguarding practice in school)

Internal numbers for the Safeguarding Team:

Sarah - 102

Rebecca - 104

Sandra - 121

Sharon - 103