



Safeguarding Children at West Leigh Junior School

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would want to know about something that may appear small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. Please use the online *Safeguard* programme to record your concern.

If you are unable to locate the DSL, ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Executive Headteacher. If an allegation is made about Executive Headteacher you should pass this information to the Chair of the Portico Trustee Board. Alternatively, you can contact the Local Authority Designated Officer (LADO) on 01702 534539. The people you should talk to in school are:

Designated Safeguarding Lead: **Candy London**

Deputy Designated Safeguarding Leads: **Angela Atkin and Sarah Carr**

Portico Trustees with responsibility for Safeguarding: **Ros Sanders**

Staff members are also required to read Part One of the DfE document '*Keeping Children Safe in Education*', be aware of the school's Child Protection policy and the Portico Academy Trust's Safeguarding policy, and be compliant with the Trust's Code of Conduct.

West Leigh Junior School is committed to safeguarding and promoting the welfare of the children in our care and we expect all our staff to share the same commitment.