



***If you do not feel safe, or you are worried about someone else, you MUST speak to an adult you trust.***



**Mr Neil Hanford  
Headteacher  
Designated Safeguarding Lead**



**Mrs Gemma Boucetla  
Designated Deputy  
Safeguarding Lead**

**We have a statutory duty to ‘safeguard and promote the welfare of children’. If you have any concerns about the health and safety of a child at this school or feel that something may be troubling them, you should share this information with an appropriate member of school staff straight away. Some issues, e.g. a child’s appearance, hygiene, general behaviour etc. can be shared with any teacher or member of support staff in school.**

**Do not worry that you may be reporting matters which seem small - we would rather you tell us something which does turn out to be a minor issue than miss a worrying situation.**

**However, if you think the matter is very serious and may be related to a child protection issue, e.g. physical, sexual, emotional abuse or neglect, you must talk to the people above as soon as possible. If you are unable to contact them you can ask the staff in the main office to locate them and ask them to come and speak to you immediately about a confidential and urgent matter.**

**Any allegation or disclosure involving a member of staff, a child’s foster carer or a volunteer in school must be reported directly to the Headteacher, unless it involves the Headteacher, in which case it should be reported directly to the chair of Governors, Mr Simon Esland.**

*‘Nurturing happiness, achievement and respect.’*