## Safeguarding at



## Designated Safeguarding Lead

## Deputy Safeguarding Lead







Mrs Donna Waddington
Headteacher

Miss Katie Hutton
Class 1 Teacher

Mrs Leanne O Brien
Out of School Club Manager

At Birdsedge First School we strive to foster a safe school environment where all children can learn, grow and be happy. All staff recognise their duty of care towards our pupils and we place the safeguarding of children as our highest priority. All concerns regarding the safety and wellbeing of children in our school should be referred to our Safeguarding Lead or deputy in their absence.

If you think a child or young person in Kirklees is experiencing abuse or neglect please contact:

Children's Social Care - Duty and Advice Team

01484 456848

**Emergency Duty Service (out of hours)** 

01484 414933

For more information about safeguarding children visit:

www.kirkleessafeguardingchildren.co.uk

## Safeguarding Procedures at



This flow chart gives an outline of procedures to follow in school should a safeguarding concern arise for a pupil or member of staff.

Please refer back to the school policy for full details on safeguarding and child protection.

Pupil makes a disclosure to a member of staff

- Record disclosure in the words of the pupil
  - Do not ask leading questions
- -Reassure the pupil but remember to inform them that the information will be passed on

You have a concern about the welfare of a pupil in school.

Record the concerns via the safeguarding form or link on CPOMS

- See the Designated Safeguarding Lead to discuss as appropriate
- Hand over any notes of concern if not recorded using CPOMS

You have a concern about the wellbeing or behaviour of a member of staff

Refer directly to the Headteacher. If your concern is about the Headteacher, refer directly to the Chair of the Governing Body. Contact details can be requested at the school office. If you feel a child is at immediate risk from a member of staff this MUST be reprtoed straight to the Headteacher.

The Designated Safeguarding Lead will make a decision on further action (taking advice from Children's Services if neccessary). They will inform you of their decision. All notes will be filed securely through CPOMS











