

# Elm Tree Community Primary School Child Protection & Safeguarding



**Elm Tree  
Community  
Primary  
School**

# Who to speak to if you are concerned about a child



**HARRY CARTWRIGHT**  
SCHOOL MANAGER  
DESIGNATED  
SAFEGUARDING LEAD  
(DSL)



**DAVID LAMB**  
HEADTEACHER  
BACKUP DSL



**EMMA WATKINS**  
DEPUTY HEAD  
BACKUP DSL



**STUART BROWN**  
ASSISTANT HEAD  
BACKUP DSL



**ABIGAIL GASKELL**  
ASSISTANT HEAD  
BACKUP DSL



**CHARLOTTE WALKER**  
ASSISTANT HEAD  
BACKUP DSL



**JORDAN CALDERBANK**  
HR / TRANSPORT  
MANAGER  
BACKUP DSL

## Early Help Offer

The Family Support Team at Elm Tree is made up of main contact Dawn Hughes (Early Help Lead and Family Support Worker) and overseen by Harry Cartwright (Designated Safeguarding Lead). Further information regarding this offer can be found on our school website's safeguarding page.



**DAWN HUGHES**  
FAMILY SUPPORT  
WORKER

## Staff Wellbeing

Dealing with concerns about children can be upsetting and we encourage staff to speak out to someone if you need emotional support. Jane Brownbill is our Staff Wellbeing Manager and Senior Mental Health Lead.



**JANE BROWNBILL**  
SENIOR MENTAL  
HEALTH LEAD



## Concerns about staff

- Any allegations about staff should be reported to the Designated Safeguarding Lead **immediately**.
- If the concerns are about the Designated Safeguarding Lead or the Headteacher, please inform the Chair of Governors or any other nominated Safeguarding Lead / Governor.
- **Elm Tree's Low-Level Concern and Whistleblowing Policies can be found on our school website under the Safeguarding page.**

## Worried about a child?

Abuse (physical, sexual, emotional) or neglect can have a damaging effect upon a child's health, education, attainment and emotional wellbeing.

Please report **any** concerns regarding a child to a DSL and record these concerns on CPOMS.

## Dealing with Disclosures of harm by a child

Whilst this can be an alarming situation, it is important to know what to do.

- Stay calm and controlled, listen to what is being said without showing shock or disbelief.
- Allow the child to talk freely and listen rather than asking the child direct questions.
- Offer reassurance.
- Explain to the child that you will talk to another adult at school so they can help.
- Record details immediately and use the exact words and phrases that were used by the child.
- Immediately report your concerns to the Designated Safeguarding Lead.



# Safeguarding

## Important Contacts



### School's Safeguarding Advice Line

01772 531996



### LADO

01772 536694



### Children's Social Care

Lancashire  
0300 123 6720

St Helens  
01744 676789

Sefton  
0151 920 8234

Wigan  
01942 828300



### POLICE

101- Non Emergency  
999 - Emergency



### Elm Tree Safeguarding Page

All information regarding safeguarding at Elm Tree can be found on our school website under the 'Safeguarding' tab. This includes our Safeguarding and Child Protection Policy, and other guidance such as Keeping Children Safe In Education.

**All staff should familiarise themselves with Keeping Children Safe in Education Part 1 and yearly changes.**



Keeping children safe in education 2022

Statutory guidance for schools and colleges

Part one: Information for all school and college staff

September 2022

