

# 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



ABIGAIL GEORGE  
DEPUTY HEAD  
BACKUP DSL



LAURA WILCOCK  
DEPUTY HEAD  
BACKUP DSL



JORDAN CALDERBANK  
HR / TRANSPORT  
MANAGER  
BACK UP DSL



JANE BROWNBILL  
SENIOR MENTAL  
HEALTH LEAD  
BACK UP DSL



SHAUN LEYLAND  
EXTENDED SERVICES  
MANAGER  
BACK UP 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 Headteacher **immediately**.
- If the concerns are about 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.**

