



# Safeguarding



Southwold Primary  
& Nursery School

## Introduction

Safeguarding is the single most important aspect of life in school. We will do everything within our power to ensure your child is safe and healthy at all times in school. If we have reason to believe that your child may be unsafe when out of school, we will speak to you about this and take advice from external agencies should this be deemed necessary and appropriate.

We are required to follow the child protection procedures as agreed by Oxfordshire County Council. We will keep a record of any concerns raised and share them with you if it is appropriate to do so. We do have a duty to refer to social care if we suspect a child is at risk of significant harm. If we make a referral to social care, we will inform the parents/guardians concerned; unless to do so would place the child at increased risk of significant harm. Our first concern will always be the welfare of the child.

We will also advise the designated officer of the local education authority (LADO) if there were concerns about the actions of an adult in a position of trust.



## Designated Safeguarding Leads

The designated safeguarding lead is responsible for promoting a safe environment for children and young people. They are the first point of contact for all staff and volunteers to go to for advice if they are concerned about a child. They may also need to be available out of hours, so staff and volunteers always know how to contact them, or alternatively a deputy can be appointed.

The designated safeguarding lead has a higher level of safeguarding training and knowledge than the rest of the staff. Their role includes supporting staff to assist in information regarding concerns and support decision making about whether staff concerns are sufficient enough to notify children's social work services or whether other courses of action are more appropriate, such as the completion of an Early Help Assessment.

It is not the designated safeguarding officer's responsibility to decide whether a child has been abused or not. That is the responsibility of investigative statutory agencies such as children's social work services or the police. However, keeping children safe is everybody's business, and all staff should know who to go to and how to report any concerns they may have about a child being harmed or at risk of being harmed.

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## The Southwold School Safeguarding Team

If you have concerns about the safety or welfare of a child, please contact one of the designated named people or use one of the telephone numbers below:



Helen Wollington

**Principal, SENCO,  
Designated Safeguard  
Lead**



Andrea Hooton

**Assistant Principal  
and deputy DSL**



Holly Doherty

**Assistant Senco  
and deputy DSL**



Sophie Thomas

**Learning mentor,  
Family support worker  
and deputy DSL**



Sky Withers-Graefe

**Family support worker  
and deputy DSL**

### Report a concern

To report a concern of abuse or neglect please contact: Multi-Agency Safeguarding Hub (MASH) on 0345 050 7666. Or you can email an enquiry form to MASH on [mash-children@oxfordshire.gov.uk](mailto:mash-children@oxfordshire.gov.uk)

### To talk about an ongoing concern

If you want to speak to someone about an already open case, contact the Children's Social Care Team at North Oxfordshire (including Bicester) – 01869 323039

- Emergency Duty Team – 0800 833 408
- John Radcliffe Hospital Assessment Team – 01865 221236 (for antenatal safeguarding concerns and issues concerning children in hospital)

### If you are unsure whether to make a referral

You can contact your Locality Senior Social Worker and require a 'no names' consultation (meaning you don't need to give the child's name). You can either be referred directly to a Social Worker, or will be called back by one when they are available, and you can then discuss the situation with them and they will advise you on what to do next.

### To report concerns about a professional or person in a position of trust

Please contact the Local Authority Designated Officer (LADO) to report an allegation, on 01865 810603 or email [LADO.safeguardingchildren@oxfordshire.gov.uk](mailto:LADO.safeguardingchildren@oxfordshire.gov.uk)



**“Safeguarding children and young people is everyone’s business.”**

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### **Collection Procedures**

As part of our policies and procedures to ensure that we can keep your child safe, only adults named on the child’s contact records will be permitted to collect your child from school. If you wish for another person to collect your child, this must be pre-arranged with the class teacher, preferably in writing.

**For more information on safeguarding, please visit the [Oxfordshire Safeguarding Children’s Board \(OSCB\) website](#).**

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E: [office@southwold.oxon.sch.uk](mailto:office@southwold.oxon.sch.uk)