

Any allegation regarding a member of staff, child's foster carer or a volunteer should be reported immediately to the Headteacher. If the allegation related to the Headteacher you should pass this information to the chair of governors. Alternately contact the Local Authority Duty Desk on 01603 307797.

Regardless of whether you are a teacher, a member of support staff, a visitor or a volunteer, we ask that whilst you are at Yaxham CofE VA Primary School, you follow our policies and procedures.

[http://  
www.yaxham.norfolk.sch.uk/](http://www.yaxham.norfolk.sch.uk/)

Thank you.

**Mrs Jennie Müller—DSL**



**Miss Zoe Watson —  
Alternate DSL**



If you are unable to locate the DSL please ask the school office to locate them and ask them to speak to you immediately regarding a confidential and urgent matter.

## First Aid

If you come across a child with any medical concerns or who seems ill, they should be referred to the class teacher or school office where they can be seen and assessed by a qualified first aider.

## Health and Safety

The school is regularly audited to ensure our facilities are safe for everyone. You also have a responsibility to comply with Health and Safety regulations by ensuring that your actions or behaviour are in accordance with school policies.

## Fire

In the event of a fire or fire alarm sounding, the children will be escorted from the building onto the school playground where they will line up and a register will be taken.

## Other useful points of contact

**Norfolk Safeguarding Children's Board**

[www.nscb.norfolk.gov.uk](http://www.nscb.norfolk.gov.uk)

**Children's Services 0344 800 8020**

**Chair of Governors — Claire Sullivan**

**Norfolk LADO—01603 307797**

**YAXHAM CE VA  
PRIMARY SCHOOL**



# SAFEGUARDING QUICK GUIDE

## 2018

This leaflet is a quick reference point for all visitors/ volunteers and staff. Please refer to the school policy regarding Safeguarding and child protection September 2018 for more details. Always discuss your concerns with the class teacher, head teacher or the Chair of Governors.

Thank you,

Jennie Müller *Headteacher*



We all have a duty to safeguard and promote the welfare of children and at our school we take this responsibility seriously.

If you have any concerns about a child in our school, you must share this information immediately with our Designated Safeguarding leads.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour - we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

## POSSIBLE SIGNS AND INDICATORS

**Of ABUSE** (report all concerns you have to the teacher and do not carry out any investigation or ask any leading questions)

### Neglect

- Tired/listless
- Unkempt
- Poor hygiene
- Untreated medical conditions
- Medical appointments missed
- Constantly hungry or stealing food
- Over eats when food is available
- Poor growth
- Poor/late attendance
- Being regularly left alone or unsupervised
- Dressed inappropriately for the weather condition
- Having few friends and/or being withdrawn
- Ill equipped for school

### Physical

- Unexplained injuries
- Injuries on certain parts of the body
- Injuries in various stages of healing
- Injuries that reflect an article used
- Flinching when approached
- Reluctant to change
- Crying/ instability
- Afraid of home
- Behavioural extremes
- Apathy/depression
- Wanting arms and legs covered even in very hot weather

### Emotional

- Failure to thrive
- Attention seeking
- Over ready to relate to others
- Low self esteem
- Apathy
- Depression/self harm
- Drink/drug/solvent abuse
- Persistently being over protective
- Constantly shouting at, threatening or demeaning a child
- Withholding love and affection
- Regularly humiliating a child

### Sexual

- Age inappropriate sexual behaviour/ knowledge/ promiscuity
- Wary of adults/ running away from home
- Eating disorders/ depression/ self harm
- Unexplained gifts/ money
- Stomach pains when walking or sitting
- Bedwetting

## What if a child wants to tell me something?

If a child begins to tell you something that may indicate abuse you should:

- Not panic, show shock or revulsion
- Tell them that you want to make sure they are safe
- Tell them that you will have to pass on the information to keep them safe
- Listen carefully and do not ask leading questions
- Record what has been said, including your responses.

### Remember.....

*Never promise to keep a secret*

*Always pass on the information immediately*

If you think that a matter is serious and may be related to child protection. You must find one of the DSL'S and provide them with a written record of your concerns. A copy of the form to complete is available from the school office.