



SAFEGUARDING CHILDREN at Brunswick Park Primary School

Everyone at Brunswick Park Primary School works together to ensure that children and young people are kept safe by contributing to:

- providing a safe environment for children and young people to learn; and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and at the school.

Guidelines for Staff

If you think a child or young person at Brunswick Park Primary School is in need because they are suffering or likely to suffer significant harm, you **MUST** do the following.

1. Make a note of what you have seen or been told.
2. Don't make assumptions – keep an open mind.
3. Don't ask any leading questions and don't cross-examine the child. Only ask simple and open questions – Who? What? Where? When? etc.
4. Don't physically examine the child (other than in an emergency when no first aider is available).
5. **NEVER** promise to keep “secrets”. Explain that you can listen to them but make it clear that if you perceive that they are in any danger of harm then you will have to seek advice because you have a duty to protect children and young people. Reassure them that they can be helped and kept safe.
6. Maintain confidentiality for the child or young person. Be discreet – do or say nothing that may place the child or yourself at risk.
7. It is normally the role of the Designated Safeguarding Lead to ring home or contact Children's Social Care services.
8. Act quickly and share the information with your Designated and/or Deputy Designated Safeguarding Lead at Brunswick Park Primary School. They are:

DESIGNATED SAFEGUARDING LEAD: Thomas Moudiotis (Overall responsibility), Susannah Bellingham and Edel Fallon

DEPUTY DESIGNATED SAFEGUARDING LEADS: Tracy Sherry and Evie Macdonnell

Please inform Thomas Moudiotis the first instance or Susannah Bellingham / Edel Fallon he is not available.

9. If neither of the Designated Safeguarding Leads are available and you are extremely concerned about the safety of a child, then see **Tracy Sherry** or **Evie Macdonnell** (Deputy DSLs).
10. If the disclosure or your concern relates to a member of staff, this must as soon as possible be shared with the Headteacher or the Designated Safeguarding Lead if the Headteacher is not available and nothing should be said to the colleague involved. It must be shared with the Chair of Governors if it relates to the Headteacher.

If you are in any kind of doubt about procedures for Safeguarding Children, then please see Thomas Moudiotis straight away.

KNOW YOUR PROCEDURES – THEY ARE YOUR BOUNDARIES.

THEY ARE THERE TO PROTECT YOU AS MUCH AS TO PROTECT CHILDREN.

The School's Safeguarding Policy contains more detailed information about safeguarding children and can be accessed at Staff Shared server and/or online on the school's website. All staff and volunteers should protect themselves by following the school's code of conduct for staff. Safe professional practice is vital for ensuring that they do not place themselves at risk.