You should never worry about passing on your concerns, no matter how small. Even the smallest thing can be an indication of a bigger problem and it is important that all concerns, no matter how seemingly trivial, be passed on.

Never think…

"It could not happen here!"

We are committed to safeguarding and meeting the needs of all our children.

Whole school Designated Safeguarding Leads:

Mr Galvin (Headteacher – lead)

Mrs Sandon-Webb (Deputy Headteacher – deputy safeguarding lead)

Miss Rawlings (Key Stage One Leader – deputy - in the event he lead and deputy safeguarding lead is not available)

The governor with responsibility for safeguarding: Mrs Whitby

Everyone has a responsibility to make sure that children at Petworth CofE Primary School are safe. If you have a concern PLEASE DO NOT decide to do nothing or leave our school without telling anyone.

Safeguarding Information

Please keep this guidance handy for future reference.

At Petworth CofE Primary School we regard the safeguarding of children as our main priority. We believe that we all have the right to be happy, to be safe and to learn. We all have the responsibility to make this happen.

In our school;

• All children have the right to be protected from harm.

• All suspicions of and allegations of abuse are taken seriously and responded to swiftly and appropriately.

As a visitor to Petworth CofE Primary School, either as a volunteer, supply teacher or someone who has come to work with our children in any other capacity, it is important that you are aware of our Child Protection procedures.

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone whom they trust or know well and this may not always be their own class teacher.

There may also be occasions when you have cause for concern either about marks or bruises on a child, about something they say or a change in their behaviour or appearance.

If a child chooses to disclose information to you:

Whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass as the child might not have the confidence to try again and children rarely lie about such matters.

Helping the child when abuse is disclosed:

• Be prepared to listen and comfort.

• Do not make a promise that you cannot keep.

You cannot promise confidentiality as the information will have to be passed on.

• Explain to the child that you will need to pass this information on to the class teacher or the Designated Safeguarding Lead (DSLs) (Mr Galvin (lead), Mrs Sandon-Webb (deputy) or (deputy) Miss Rawlings).

• Make them aware that their disclosure will be reported only to those who need to know and who can help.

• Write down everything that the child tells you on the school proforma, which are in the staff room. Try and use the child's exact words.

• Do not show shock or distress. Stay calm!

• Let the child know at once that it was not his/her fault and keep restating this.

• Reassure the child that they were right to tell, even though the abuse may have happened a long time ago.

It is not your responsibility to investigate suspected cases of abuse. It is your duty to report it immediately.

If you are concerned about the actions of a member of staff or if there has been an allegation made about them you must report this to the Headteacher (head@petworth.w-sussex.sch.uk).

If you are concerned about the actions of the Headteacher you must report this to the Chair of Governors, Mrs Sara Bennie.

It is important to remember that all discussions you have must be treated with the utmost confidence. Conversations should be held only with members of staff who need to know. The DSLs will decide which other members of staff need to be alerted and discussions must never be held outside of school.