



## Safeguarding guidelines for school staff

These guidelines were developed within Child protection training in February 2016 by school staff and enable us all to know the procedures we must follow, to support children and staff.

1. Always listen to what a child has to say. They have chosen you to be trusted and to talk to, so give them time so they know you are listening. Do not ask leading questions but you can ask "Is there anything more you would like to tell me?"
2. Reassure the child but you are unable to promise that you won't be telling anyone else, as you will have to ask advice to keep them safe.
3. Share this information verbally and immediately with the Designated safeguarding lead for Child Protection (Helen Martin and Lucy Whiffin).
4. Complete an orange Safeguarding form. If you have written any notes, then these can be attached to the form. This will be given to Helen who will decide on the next course of action.
5. Check up that something has been done. Share these worries in Child Spot in Briefing or Staff Meeting.
6. The DMS will decide to refer if they feel that the child is in danger of significant harm, or that their development and health are being damaged in any way. The DMS will discuss this with all DMS trained staff and the Safeguarding Governor Hannah Barter.

### Designated Members of Staff:

**Helen Martin** Headteacher  
**Lucy Whiffin** Deputy Head  
**Hannah Barter** Safeguarding Governor

All staff have been given the updated 'Keeping Children Safe in Education, part 1 and Annex A on 14.9.16 to read and actions from that document will take place and be updated.

The designated members of staff will contact the WS LADO if necessary and for advice and support.

**The LADO for West Sussex County Council is Lindsey Tunbridge-Adams**  
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