



**DO NOT USE YOUR MOBILE PHONE** or have it visible in school. Keep it turned off in your bag or leave it with office staff. If you need to make a call/ message, please do this outside the main building or in the staff room.

**PHOTOGRAPHS MUST NEVER BE TAKEN on personal devices. Class learn pads are available (with teacher permission)**

DO NOT share personal information with children, and be mindful to stay in areas that have been highlighted to you by staff for the purpose of your visit.

Maintain the confidentiality of pupils and don't share information about pupils or staff in any way (other than if you have a safeguarding concern).

**In the event of a fire alarm, please follow fire procedures and use the nearest exit to leave the building.**

**Safeguarding and promoting the welfare of children is EVERYBODY'S responsibility**

## CONTACTS

Headteacher

Wendy Thomas

Designated Safeguarding Lead

Amy Swan

Deputy Designated Safeguarding Leads

Wendy Thomas & Holly Hayward

Safeguarding Governor

Rev. Julie Levett

BET Safeguarding Lead

Gayle Jenkins

Chair of Governors

Cath McCormick

Verbally report any concerns, however small, to the DSL team or Headteacher immediately. You will also need to complete a 'Form of Concern.' Staff must record their concern on CPOMS.

If nobody is available in school, contact Gayle Jenkins, BET Safeguard Lead via Teams (jenkinsg@bourne.education) or report your concern yourself to C-SPA on **0300 470 9100** (refer to Surrey Level of Need document)

If your concern is about a staff member or another visitor, you should report this to the Headteacher. If your concern is about the Headteacher you should report this to the Chair of Governors (clerk@brookwood.surrey.sch.uk)

The NSPCC Whistleblowing Advice Line is also available on 0800 028 0285

## SAFEGUARDING CHILDREN

LEAFLET FOR STAFF,  
VOLUNTEERS and VISITORS  
(Quick guide -September 2022)

**Brookwood Primary School**



ALL staff and visitors have a responsibility to provide a safe environment in which children can learn

(Keeping Children Safe in Education 2022, DfE)

This leaflet is to make sure you understand what is expected of you. Please speak with one of the Designated Safeguard Leads if you are unclear about anything

## Female Genital Mutilation (FGM)

If you suspect female genital mutilation (FGM) of a girl under the age of 18, there is a specific legal duty that the person who suspects FGM/ the teacher made aware must report this to the Police immediately, as well as informing the DSL Team.

### What should staff and visitors be mindful of regarding safeguarding?

At ANY TIME, anyone in school may be concerned about something which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

Anyone may observe physical signs, notice changes in a child's behaviour/presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

**A full copy of the school's Safeguarding and Child Protection Policy, and Code of Conduct is available via the school office ([office@brookwood.surrey.sch.uk](mailto:office@brookwood.surrey.sch.uk)) or the school website ([www.brookwood.surrey.sch.uk](http://www.brookwood.surrey.sch.uk))**

**You must also have signed to say you have read and understood these.**

In line with this policy, any concerns MUST be reported, however small.

**We must always remember  
'It Could Happen Here'  
and be vigilant at all times**

## What should I do if a child discloses to me that they are being harmed?

### Step 1—RECEIVE

Listen carefully to what is being said to you, do not interrupt and make a note of what has been said.

### Step 2— REASSURE

Reassure the child it is not their fault. Stress that it was the right thing to tell someone. Do not promise to keep what is said a secret.

### Step 3- RESPOND

Do not ask leading questions or interrogate the child.  
Don't make promises you may not be able to keep

### Step 4— REPORT

If a child discloses they are being harmed (physically, emotionally, sexually, neglectfully) please report immediately to the DSL/DDSL

### Step 5— RECORD

If possible, make notes at the time of the disclosure. Write the disclosure on a form of concern and/or add to CPOMS. Complete a body map if applicable.

### Step 6—REMEMBER

Support the child: listen, reassure and be available

### Step 7—REVIEW

Led by DSL/DDSL

## Types of Abuse

**PHYSICAL**

**EMOTIONAL**

**SEXUAL**

**NEGLECT**

### Anyone can refer to the C-SPA

0300 470 9100 or email  
[cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk) (out of  
hours emergency duty team  
01483 517898)

**RECEIVE**

**REASSURE**

**RESPOND**

**REPORT**

**RECORD**

**REMEMBER**

**REVIEW**

**Harm to a child can be caused by  
ANYBODY at ANY TIME**