

WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD	Role	Name	Contact Details
Bowesfield Primary School Safeguarding Procedure We take the safeguarding of pupils in our care very seriously – it is <u>everyone's</u> responsibility. Safeguarding means – keeping children safe from harm. If a child tells you that they are being abused you must: • Stay calm and listen to what is being said without displaying shock or disbelief. • Do not make false promises. If the child asks that information is kept secret, it is important that you tell the child that you cannot promise complete confidentiality – explain that you may need to pass information to other professionals to help keep the child, or other children, safe. • Allow the child to talk freely. Do not cross examine, interview, probe or ask to see any injury that is not visible. Listen, only asking questions when necessary to clarify. Use 'TED' as a reminder that you can ask the child to 'Tell', 'Explain' and 'Describe' the concern. • Ask the child who else they have told about this. • Do not criticise the person they speak about. Do not make any judgements, show shock, disgust or make assumptions. • Reassure the child that what has happened is not his or her fault. • Stress that it was the right thing to tell. • Explain what has to be done next and who has to be told. • Make records that are factual using a record of events form or CPOMS entry. • Immediately alert a school safeguarding lead. • Whistle blowing. If you have a concern about another staff member then this should be referred to the Headteacher. Where there are concerns about the Headteacher this should be referred to the Local Authority Designated Officer (LADO). At Bowesfield Primary School the Designated Safeguarding Lead (DSL) is Headteacher, Jo Vollands-Ross. <i>We thank all our visitors for supporting us to keep all of our children safe.</i> The Bowesfield Primary School Team	Designated Safeguarding Lead Headteacher	 Mrs Joanne Vollands-Ross	01642 601890 bpjo.vollandsross@bowesfieldprimary.org.uk
	Deputy Designated Safeguarding Lead Family Support Advisor	 Mrs Claire Cotterill	01642 601890 bpccotterill@bowesfieldprimary.org.uk
	Deputy Designated Safeguarding Lead Early Years Leader	 Mrs Charlotte Hardiman	01642 601890 bpchardiman@bowesfieldprimary.org.uk
	Deputy Designated Safeguarding Lead Deputy Headteacher and Phase Leader	 Mrs Jodie Shepherd	01642 601890 bpishepherd@bowesfieldprimary.org.uk

Family Help Point Children's Services Single Point of Contact	Referrals made via the online portal system at: http://www.stockton.gov.uk/family-help-point	Family Help Point email address: familyhelppoint@stockton.gov.uk 01642 130080
	Stockton-on-Tees Children's Services	Out of hours (EDT) 01642 524242
Stockton-on-Tees School Support Team	School Support Advisors and School Support Workers Early Help Advice and referrals	TASS@stockton.gov.uk 01642 526123 schoolsupportadmin@stockton.gov.uk
Local Authority Designated Officer (LADO)	Philip Curtis	07471880331 01642 527864 philip.curtis@stockton.gov.uk lado@stockton.gov.uk
PREVENT Team Community Protection and Resilience Service Manager	Marc Stephenson	marc.stephenson@stockton.gov.uk 01642 526203 07341073745

Deputy Designated Safeguarding Lead

SENDCo



Mrs Kayleigh Icceton

01642 601890
bpkiceton@bowesfieldprimary.org.uk

Safeguarding Governor

Chair of Governors



Mrs Janet Marriott

01642 601890
bpjmarriott@bowesfieldprimary.org.uk

Safeguarding is everyone's responsibility
