





WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD	Role	Name	Contact Details
<p align="center">Bowesfield Primary School Safeguarding Procedure</p> <p>We take the safeguarding of pupils in our care very seriously – it is <u>everyone's</u> responsibility.</p> <p>Safeguarding means – keeping children safe from harm.</p> <p>If a child tells you that they are being abused you must:</p> <ul style="list-style-type: none"> • 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). <p>At Bowesfield Primary School the Designated Safeguarding Lead (DSL) is the Acting Headteacher, Jo Vollands-Ross.</p> <p><i>We thank all our visitors for supporting us to keep all of our children safe.</i></p> <p align="center">The Bowesfield Primary School Team</p>	<p>Designated Safeguarding Lead Acting Headteacher</p>	 Mrs Joanne Vollands-Ross	<p>01642 601890 bpjo.vollandsross@bowesfieldprimary.org.uk</p>
	<p>Deputy Designated Safeguarding Lead Family Support Advisor</p>	 Mrs Claire Cotterill	<p>01642 601890 bpccotterill@bowesfieldprimary.org.uk</p>
	<p>Deputy Designated Safeguarding Lead Early Years Leader</p>	 Mrs Charlotte Hardiman	<p>01642 601890 bpchardiman@bowesfieldprimary.org.uk</p>
	<p>Deputy Designated Safeguarding Lead Class Teacher and Phase Leader</p>	 Mrs Jodie Shepherd	<p>01642 601890 bpjshepherd@bowesfieldprimary.org.uk</p>



Our Help and Support services are here to help you with any concerns about your child or children, your family and your home circumstances.

We can offer support regarding:

- behaviour
- family relationships
- problems at school
 - budgets or debt
 - children's routines
- other difficulties you are experiencing

How to apply for support

Our Stockton-on-Tees Multi-Agency Response Team (SMART) will help you to access the right support.

SMART will:

- provide advice and guidance to children, families and professionals
 - triage requests for help and support, including direct work with families to develop their own support plans
 - signpost children and families to the right services and/or self-help resources
 - lead on social care advice for children's Educational Health Care Plans (EHCPs)
 - facilitate step down support from statutory services into help and support
 - work closely with our Single Point of Contact (SPOC) services in schools
- Any organisation of agency currently involved with a child or family can make a referral. A parent or guardian's consent is required before any referral is made. **To make a referral, contact SMARTAdminMailbox@stockton.gov.uk or call 01642 528808.**

Safeguarding Governor Chair of Governors	 Mrs Janet Marriott	01642 601890 bpjmarriott@bowesfieldprimary.org.uk
Children's Hub Children's Services Single Point of Contact Designated Education Officer (DEO)	Jonathan Ord	SAFER referral to be downloaded from teescpp.org.uk/contact/stockton 01429 284284 or 01642 130080 childrenshub@hartlepool.gov.uk
Stockton-on-Tees Children's Services Offices	Children's Services	Out of hours (EDT) 01642 524242 01642 524552
Help and Support services Early Help	Jaqueline Dowson School Support Advisor	01642 528808 SMARTAdminMailbox@stockton.gov.uk
Local Authority Designated Officer (LADO)	Philip Curtis	01429 401844/ 07787697635 philip.curtis@hartlepool.gov.uk lado@hartlepool.gov.uk
PREVENT Team Community Protection and Resilience Service Manager	Marc Stephenson	01642 527173

