Safeguarding Procedure for Contractors, Visitors and Volunteers

Safeguarding at St James Infant and Pre-School

If a child makes a disclosure:

- Listen and be supportive
- Take the child seriously
- Reassure the child that what's happened isn't their fault
- Let the child guide the conversation
- Explain what you need to do next, and why – be clear about the steps that will be taken
- Ask open questions
- Write up on MyConcern

CSE = Child Sexual Exploitation. This involves children receiving something in exchange for sexual

Safeguarding is everyone's responsibility. Always remember – it could happen here!

KCSIE = Keeping Children Safe in Education

Staff have a legal duty to report FGM to the police

Prevent – The Prevent duty requires all education providers 'to have due regard to the need to prevent people from being drawn into terrorism'.

4 types of abuse:

- Physical
- Emotional
- Sexual
- Neglect

-If you have a concern about a member of staff contact the Headteacher.

-If you have a concern about the Headteacher contact CEO (Helen Williams)

-These people will then contact the designated officer (LADO)

Lead DSL:

Sarah O'Shea

Deputy DSLs:

Clare Cousins, Shannon Harris, Steph Cooney, Jade Caygill, Toby Saul

To report or discuss a safeguarding concern about a child, call the Northamptonshire MASH (Multi-Agency Safeguarding Hub) for advice: 0300 126 7000

Safeguarding Team:



Mrs Sarah O'Shea
Head teacher



Miss Stephanie Cooney
Deputy Head



Miss Shannon Harris
Teacher



Mrs Clare Cousins
Well Being team/SEN



Mrs Jade Caygill
Well Being Team



Miss Toby Saul
Wrap Around Care

Smart phones and smart watches:

Mobile phones are only to be used in the main offices. All smart watch connectivity is to be turned off while on site.