



## **Child Protection**

### **Procedures**

**2022-2023**

As an adult visiting a school  
with children and young people  
**YOU** have a duty to act when you  
have a concern about a child's welfare

**SAFEGUARDING IS  
EVERYONE'S  
RESPONSIBILITY**

## When to be concerned?

When you become aware of information that leads you to be concerned about the physical, emotional or sexual wellbeing of a child.

The information you may have may not be enough on its own for a child protection referral. However, it will help your **Designated Safeguarding Lead (DSL)** to make a decision about the risk or harm to a child.

If a pupil speaks to you and asks you not to tell anyone else explain that you cannot promise to do that. Explain it is your responsibility to keep them safe from harm and may therefore have to pass on the information to a safeguarding lead.

## ALERTS

- You may see physical signs
- You may hear worrying accounts
- You may pick up emotional distress
- You may notice a change in a child's behaviour or presentation
- Someone may disclose to you.

## Harm can be caused to a child by:

- A parent / carer
- Family member / friend
- Another child
- Stranger
- Member of staff / volunteer

Please avoid using mobile phones around school

If you think there is a safeguarding concern or child protection issue you **MUST** report your concern to the DSL (Form in front office):



**Miss Smith**



**Mrs Freeman**



**Mr Johnson**



**Mr Wills**



**Miss Ashfield**



**Mr Warner-Lynn**



**Ms Scott**

If your concern is about a staff member/volunteer, you should report this to the Headteacher **Mr Johnson**

If your concern is about the Headteacher inform the Chair of Governors



**Mr Livesey**

Any member of staff or volunteer who does not feel confident to raise their concern with the Headteacher or Chair of Governors should contact the local authority designated officer directly on: **Tel: 0344 800 8020**

Or in an urgent situation the Police on 999



**Headteacher**

**Mr A Johnson BSc (Hons)**

**Springwood High School**

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**Kings Lynn**

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