

# Safeguarding Children

at St Mary Magdalene C of E Primary School



## Information for all staff, volunteers and visitors

### Safeguarding Children

As a visitor to our school, you have a statutory duty to report any incidents where you have cause to suspect that a child is, or is likely to, suffer from harm.

If you have any concerns, visitors can request a record of concern form from the School Office and pass it to Marie, Sam or Sarah, along with your contact details. Staff should report their concerns via CPOMS.

### Signs and Symptoms are:

- **Neglect** – regularly unfed or unkempt
- **Sexual Abuse** – talk about sex in an inappropriate way for their age
- **Physical Abuse** – unexplained bruises or other injuries
- **Emotional Abuse** – talking about violence at home, or being told they are not wanted.

More details can be found in our safeguarding policy which is available on request.

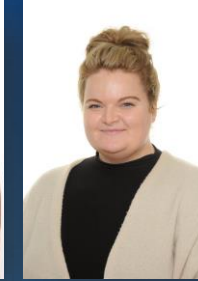
### Safeguarding Team:



Amy Wain  
SENDCO



Sam Robinson  
Headteacher



Emily Cave  
Inclusion &  
Behaviour  
Lead



Sarah Pearson  
Deputy Head

### Dealing with a Disclosure:

Do not promise confidentiality. Tactfully listen to any disclosure and record this in writing as soon as possible, noting the date and time of disclosure. Do not ask leading questions as this could lead jeopardise any later criminal proceedings.

Tell the child that you need to keep them safe and must report the disclosure for their own safety.

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## Information for all staff, volunteers and visitors

### Suspected Abuse by a Member of Staff, Volunteer or Visitor:

Report allegations immediately to any of the designated officers. If this is not possible, speak to a member of the Leadership Team. In the event of the Headteacher or Deputy Headteacher being suspected, report your concerns to the Governing Body. Do not go to the member of staff, volunteer or visitor. Do not carry out investigations.

LADO (Local Authority Designated Officer) will be informed.

### Nottinghamshire Multi-Agency Safeguarding Hub (MASH):

In the event that the school cannot be contacted, please refer any safeguarding concerns to MASH on 0300 500 8090 or 0300 4564546 (out of hours).

### First Aid Personnel:

There is always a member of staff on site who is first aid trained: this information is available from the School Office.

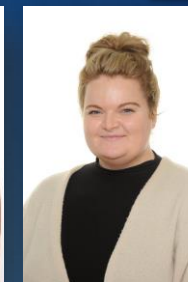
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### Contact Details:

**Sam Robinson**  
Headteacher  
[head@stmarys.snmat.org.uk](mailto:head@stmarys.snmat.org.uk)

**Sarah Pearson**  
Deputy Headteacher  
[spearson@stmarys.snmat.org.uk](mailto:spearson@stmarys.snmat.org.uk)

**Rich Smith**  
Chair of Governors  
[rsmith@stmarys.snmat.org.uk](mailto:rsmith@stmarys.snmat.org.uk)

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