

# Child Protection Policy

Updated 06/09/2021

The Safeguarding Policy is available at the reception, the school website and "All School Staff" SharePoint

At any time you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm:



- 1 Listen**  
Listen carefully, do not interrupt.
- 2 Reassure**  
Reassure the pupil that it is not their fault.
  - Stress that it was the right thing to tell.
  - Be calm, attentive and non-judgemental.
- 3 Inform**  
Inform your DSL/Deputy DSL.
- 4 Record**  
Make a written record, sign and date it.
- 5 Pass**  
Pass the record to the DSL/Deputy DSL.
  - Ask non-leading questions.
  - Do not promise to keep it as a secret.

- If your concern is about a staff member or volunteer, you should report this to the Head Teacher.
- If your concern is about the Head Teacher, you should report to the Chair of Governors.

Please ask a member of the Senior Leadership Team for school guidance regarding Safer Working Practice. The DFE have also produced guidance entitled *Working Together to Safeguard Children*.

📄 This publication can be found on the Hertfordshire Grid for Learning ([www.thegrid.org.uk](http://www.thegrid.org.uk)).

**CHAIR OF GOVERNORS**  
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**SAFEGUARDING GOVERNOR**  
Mrs Sandra Rose-Campbell  
07930145158  
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**CHILDREN'S SERVICES** | 0300 123 4043  
Anyone can make a referral  
**NPSCC** | 0800 136 663 | [help@nspcc.org.uk](mailto:help@nspcc.org.uk)  
It's free and you don't have to say who you are

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