



**SOUTHMINSTER**  
C OF E PRIMARY SCHOOL

Southminster Church of  
England Primary School  
Burnham Road  
Southminster

Essex

CM0 7ES

Tel: 01621 772732

admin.southminster@dcvst.org

#### Other useful contacts/services:

- Essex Social Care 0345 6037627/6061212
- Childline 0800 11 11  
www.childline.org.uk
- NSPCC 0800 800 50000 nspcc.org.uk
- Police emergency 999 Non-emergency 101

*Essentially, if you have any concerns or are unsure about anything, please ask to speak with a member of our safeguarding team.*

#### Keeping Accurate Records

Southminster Church of England Primary School  
Safeguarding Concern

Page's Name:	Class:	Year:
Concern reported by:	Date:	Gender:
	Time:	Date:

Nature of concern/details of disclosure  
Please attach details of disclosure  
While you are not investigating this matter, you are permitted to establish some basic facts by asking the following questions:

What?  
Where?  
When?  
Who?

If there is the need, please indicate on the body map below, any relevant information that may be required should this matter need to be shared with another agency.

Personnel notified to: \_\_\_\_\_  
Action taken by DfL: \_\_\_\_\_

Please note any key information from a disclosure or concerns that you might have using our orange Safeguarding Concern record sheet. These are located in the staff room or in the front office.

Please speak to a member of our safeguarding team, avoid just leaving your written concerns.

Our current **Child Protection Policy** can be found within the Safeguarding tab in the Information Hub on our website:

<https://southminsterschool.co.uk/key-information/information-hub/#safeguarding>



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# CHILD PROTECTION PROCEDURES

Information for adults and  
young people visiting our  
school.



*August, 2021*



Welcome to Southminster Church of England Primary School. Safeguarding and promoting the welfare of children is everyone's responsibility. We appreciate it if you take a few minutes to read this information as **everyone** who comes into contact with children has an important role to play.

We are committed to safeguarding and promoting the welfare of our children by:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

After you have read this information, you will be expected to sign our visitors' book to indicate that you have read and understood it.

Please wear the lanyard that you will be given at all times and hand it back before departing.

Thank you in advance.

### Our Safeguarding Team



**Mr Bragg**

Designated Safeguarding Lead & Headteacher



**Mrs Cuthbert**

Deputy Designated Safeguarding Lead & Deputy Headteacher



**Mrs Tokgoz**

Deputy Designated Safeguarding Lead & SEND Coordinator

### **Disclosure by a child**

If you are approached by a child wanting to talk, you should:

- listen positively and reassure the child;
- if you can, try and ensure a degree of privacy, but this may not always be possible.

*Whilst this may be an alarming situation to find yourself in, it is important not to let the moment pass; for every child who does disclose information, evidence shows that they have usually tried up to 12 times before.*

If a child wishes to make a disclosure:

- be prepared to listen and comfort;

- do not show revulsion or distress, however distasteful events are;
- stay calm and controlled;
- do not make false promises i.e. that you will keep the abuse a secret or that no-one else will be involved;
- do not question a child: try to limit your involvement to listening.

Remember it is not your responsibility to investigate suspected cases of abuse, only to report them to the designated person immediately.

### **Concerns**

Whilst here, you may develop a concern about the welfare or wellbeing of a child due to one or more of the following signs:

- their appearance e.g. inadequate clothing or bruising;
- their words e.g. specifically aggressive or sexually explicit;
- their attitude and behaviour e.g. withdrawn, aggressive or emotionally needy.

There may be other signs that cause you concern, it is essential that you act on them by informing our team as quickly and accurately.