

Claygate Primary School Safeguarding Statement

“It could happen here”

At Claygate Primary School we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

The purpose of this leaflet is to provide visitors with the framework they need in order to keep children safe and secure in our school.

All short-term staff and visitors are required to sign in and out, which acts as confirmation that they read and understood this leaflet.

**Foley Road
Claygate
KT10 0NB
01372 465348**



If you are concerned about a child you must report this to a member of the Safeguarding team.

If you are concerned about a member of staff working with a child you must report this to the Headteacher, Sandra Cunningham, or in her absence, the DSL, Hilary Ali. If the allegation is about the Headteacher then contact the Chair of Governors using the details below.

The Safeguarding Team at Claygate Primary School:

Designated Safeguarding Lead:

Mrs Hilary Ali
hilary.ali@claygate.surrey.sch.uk
01372 465348 Ext 206

The Deputy Designated Safeguarding Leads are:

Mrs Sandra Cunningham
head@claygate.surrey.sch.uk
01372 465348 Ext 205

Mrs Marita Cunniffe
marita.cunniffe@claygate.surrey.sch.uk
01273 465348

Mrs Susan Minter
Susan.minter@claygate.surrey.sch.uk
01372 465348

The nominated Governor for Safeguarding is:
Mr Nez Zein
Nez.zein.gov@claygate.surrey.sch.uk

Co Chairs of Governors
Mrs Meryl White
Meryl.white.gov@claygate.surrey.sch.uk
Mr Simon Tanner
Simon.tanner.gov@claygate.surrey.sch.uk

**Outside of school hours you should contact:
Surrey Children’s Services Single Point of Access
team (CSPA)**

0300 470 9100



Safeguarding at Claygate Primary School

Guidelines for Visitors



What are your responsibilities?

All staff and visitors should be aware of the safeguarding procedures at Claygate Primary School. We ALL have a duty to protect ALL children from abuse.

A copy of our Child Protection Policy, Whistleblowing Policy and Keeping Children Safe in Education 2024 (KCSiE) can all be found on our website. Paper copies can be obtained from the school office on request.

A copy of our pink concern form can be obtained from the staffroom, office or DHT office.

All temporary and agency staff are expected to adhere to the Schools' procedures and guidance at all times: in accepting work at Claygate Primary School, you are agreeing to this.

What should you do if you are worried about a child?

You may become aware whilst working with a child that there are problems at home, school or elsewhere that give you cause for concern. If you are worried about the safety of a child in our school, you must report this to a designated safeguarding lead.

Remember, complete confidentiality is essential; share knowledge only with appropriate professional colleagues.

The child may appear to be:

- Frightened of their parent/carer
- They may not want to go home
- They may be reluctant for staff to call home, especially if they have been in trouble at school
- Act in a way inappropriate to his/her age and development

The parent/carer may:

- Not want to engage with the school
- Have a negative view of the child
- Persistently refuse to allow access on home visits
- Fail to provide attention or praise (high criticism/ low warmth)
- Misuse substances (drugs and/or alcohol)
- Be subject to domestic abuse
- Persistently avoid health appointments for the child

Mobile Phones must not be used at any time whilst on school grounds



What to do if a child discloses:

- DO NOT promise not to tell anyone else
- Explain that you need to keep the child safe and may have to talk to another adult within school to do this
- Reassure the child that he/she is right to tell someone and they are not to blame
- DO NOT question the child—NO leading questions. Allow the child to tell you in their own words with as much or as little information they feel comfortable with
- DO NOT act shocked, upset or disgusted with the child. Just listen
- DO NOT jump to conclusions or display any disbelief in what they are saying
- Explain what will happen next i.e. speak to the safeguarding team. Make sure the child feels secure and safe
- Write down notes, including the date and time of the disclosures and sign them. Record as much information as you can remember in the child's own words
- Write this up in full using a pink form (located in staffroom, office and DHT office) and refer to the Designated Safeguarding Lead immediately
- DO NOT discuss the disclosure with anyone who is not part of the safeguarding team and contact a member of the DSL team