



Safeguarding Children at Felbridge Primary School

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This means we have a 'Safeguarding and Child Protection Policy' and procedures in place. All staff (including supply staff, volunteers and governors) must ensure they are aware of these procedures.

The policy is available on our website- www.felbridgeprimary.com – for anyone who wishes to view it, and paper copies will be made available on request.

Sometimes we may need to share information and work in partnership with other agencies if there are concerns about a child's welfare. We will ensure that concerns about pupils are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

If you are concerned about a child's welfare,

please record your concern, along with any observations or conversations, and report it to the Designated Safeguarding Lead (DSL) or a Deputy DSL as soon as possible. DO NOT conduct your own investigation.

Designated Safeguarding Lead



Mrs Emma Thorp
Headteacher

Deputy Designated Safeguarding Leads



Mrs Rachael Sims
Deputy Headteacher



Mrs Becky Ruffels
Classteacher & SENDCo



Mrs Emma Warland
Office Manager

The DSLs can be contacted via phone on 01342 323413, or via email at dsl@felbridgett.co.uk

If your concerns relate to the actions of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to the DSL- Mrs Thorp- in confidence. Should the concern relate to the actions of the Headteacher you should report this in confidence to the Chair of Governors & Safeguarding Governor who will consider what action to take.

The Chair of Governors is Mr Matt Barcraft-Barnes. He can be contacted via the office or via m.barcraft-barnes@felbridgett.co.uk The safeguarding governor can also be contacted via the office.

What to do in the absence of the DSLs if you are concerned about a child

In the unlikely event that none of the DSL team are in school, for staff, try to make contact with them via telephone or, if you are a parent/carer, ask a member of staff to call them.

If none of the DSL team are contactable, please follow the below procedure:

- **If the child whom you have concerns about is a Surrey resident, contact Surrey C-SPA (Children's Single Point of Access) on 0300 470 9100**
- **If the child whom you have concerns about is a West Sussex resident, contact West Sussex MASH (Multi-Agency Safeguarding Hub) on 01403 229900**
- **If a child is considered to be at immediate risk of significant harm, you should telephone the police on 999.**

The child's home address can be found in the office if necessary.

Both C-SPA and MASH will provide advice about next steps to safeguard the child.