



Safeguarding Procedure

WEST JESMOND PRIMARY SCHOOL Safeguarding Procedures

We all have a statutory duty to “safeguard and promote the welfare of children”.

If you have any concerns about the health and safety of a child at this school or feel that something may be troubling them, you should share this information with an appropriate member of school staff straight away. Some issues e.g. a child’s appearance, hygiene, general behaviour, can be shared with any teacher or member of support staff in the school.

Do not worry that you may be reporting small matters – we would rather that you tell us things which turn out to be small than miss a worrying situation.

However, if you think the matter is very serious and may be related to a child protection concern, e.g. physical, sexual, emotional abuse or neglect, you must talk to the people below immediately.

If you are unable to contact them you can ask the school office staff to find them and ask them to speak to you straight away about a confidential and urgent matter.

Any allegation or disclosure involving a member of staff, a child’s foster carer or a volunteer at the school **must** be reported directly to the Deputy Head Teacher or Head Teacher (Designated Safeguarding Leads), unless it involves the DHT / HT and then it should be reported directly to the Chair of the Governing Body.

The people you should talk to at this school are:



The Designated Safeguarding Lead: **Mr. Gary Wallis-Clarke** Head Teacher
His office is located on the first floor (Senior Leadership Suite)
His tel. no 0191 2810000 ext: 107



The Designated Safeguarding Lead: **Mr T. Jones (Acting Deputy)**
His office is located on the first floor (Senior Leadership Suite)
His tel. no 0191 2810000 ext: 108

The Deputy Designated Safeguarding Leads are



: **Miss H. Sykes (Assistant Head Teacher)** **Mrs S. Matthews (Assistant Head Teacher)**



Their office is next to the Reception desk on the ground floor of the building.
Her telephone number is 01912810000 ext. 102

Additional Safeguarding Officers:



Cathy Hogan
SENDCO



Verity Groot
(Director of Language Support)



Liz Thompson
(Director of Early Years)



Jacqui Nicholson
(Wellbeing and Extended Services)