Please remember the following; children who are at risk of harm or neglect can sometimes be identified by the following:

- Verbal disclosure.
- 'Secret(s)' - Adults MUST share information that could indicate a child is being harmed/ neglected.
- Information from concerned school friends or other students.
- Behaviour.
- Emotional well-being.
- Self-harm.
- Written school work.

Green Gates Primary
Keilder Close
Redcar
TS10 4HS

Phone: 01642 485463
Fax: 01642 483557
Email: office@ggates.rac.sch.uk

MANAGING ALLEGATIONS AGAINST MEMBERS OF STAFF

In exceptional circumstances you may have concerns about the conduct of a staff member.

It is very important to do the following:

- If it is a member of staff you MUST share your concerns with the Headteacher.
- If it is the Headteacher you MUST share your concerns with Mrs Mary Ovens, Vice Chair of Governors via the school. Tel : 01642 485463

Allegations against staff will be referred to the Local Authority Designated Officer (LADO) who manages allegations against members of staff.

Any further action will be coordinated by the LADO.

GREEN GATES PRIMARY SCHOOL
FOUNDATION FOR LIFE

Safeguarding & Child Protection at Green Gates Primary

This information leaflet is for adults who come into contact with children at Green Gates Primary.

Please read the following information which is designed to help staff and visitors to understand the importance of working safely with children at our school.

KEEPING YOUNG PEOPLE SAFE!

All staff and visitors have a responsibility to help identify children and young people who are at risk of significant harm and in need of protection.

If you identify a Child Protection/ Safeguarding concern in respect of a child you must report it to a member of the 'Safeguarding Team' via the Main Office as soon as possible:

- *Mr D Hodgson*
  Headteacher (Designated Safeguarding Lead)
- *Mrs Katie Lowe*
  Deputy Head (Deputy Designated Safeguarding Lead)
- *Mrs Mary Dowson*
  Pastoral Co-Ordinator
  (Deputy Designated Safeguarding Lead)
- *Mrs Mary Ovens*
  Vice Chair of Governors
  Designated Safeguarding Governor

Safeguarding Team

Mr David Hodgson
Designated Safeguarding Lead

Mrs Katie Lowe
Deputy Designated Safeguarding Lead

Mrs Mary Dowson
Deputy Designated Safeguarding Lead

Mrs Mary Ovens
Designated Safeguarding Governor

HELPFUL TIPS TO PROTECT CHILDREN!

Safeguarding Children and Young People is a sensitive and difficult area and requires a Working-Together ethos.

Good lines of communication MUST be shared with the Safeguarding Team as soon as possible.

It is important that the child's voice is heard and recorded.

A child may choose to share child protection concerns with you.

You should listen to the young person at an appropriate time; try to record word for word what they have disclosed.

Please be factual and remember to state:

- The name of the child.
- The date and time of disclosure.
- Details of the disclosure.
- The authors name, signature and date.
- Remember your statement could be used as evidence.

If a child discloses a child protection concern with you, DO NOT QUESTION FURTHER OR INVESTIGATE.

Please inform a member of the Safeguarding Team immediately.