

Who to contact?

Our Designated Officers for Child Protection are:

Zoe Harris—Headteacher

Esther Payne—Deputy Headteacher

Helen Walsh—Assistant Headteacher

Stefania Campbell— Assistant Headteacher

The Governors responsible for Safeguarding are:

- Pauline Thomson
- Sherifa Turawa

Please contact one of the Designated Officers immediately if you have a concern about a child.

Do you know your responsibilities under the Prevent Duty?

Other Contacts

Croydon Multi-Agency Safeguarding Hub

020 8726 6400

Safeguarding Consultation Line

020 8726 6464

Other Safety Information

If you hear the fire alarm, please evacuate the building immediately and make your way to the assembly point.

The assembly point is located on the **MAIN PLAYGROUND** by the railings

Please ensure you sign in/out when visiting and always wear your ID badge

Elmwood Infant School & Nursery

Lodge Road, Croydon

CRO 2PL

020 8689 7681



**Safeguarding
Guidance for Staff, Visitors and
Volunteers**

Article 19 Every child has the right to be looked after and protected from harm

UN Convention on the Rights of the Child

Please make sure you sign in and wear your identity/visitors badge **at all times.**

Keeping Children Safe

We all play an important part in keeping children safe whilst working on, or visiting, our school site. This is whether you are directly employed by the school, visiting or working here as a volunteer.

Whilst you are in school you may be approached by a child who wants to talk to you about something that is concerning them or you may notice something that concerns you. If this is the case, you must follow the guidance in this leaflet.

Disclosure by a Child

- * Your first reaction is very important – the child has trusted you. Say well done to them for being brave and telling you – it was a difficult and courageous thing for them to do.
- * Assure them that the school will take their disclosure seriously and do something to help. But, you must tell them that you will have to share their disclosure with others who need to know.
- * You need to get a general picture of what is alleged to have happened – this may be the only time the child feels confident to share their concern.
- * You can ask clarifying questions if you need to – what, where, when, but do not ask leading/closed questions.

Signs of Abuse can include:

Poor hygiene—dirty clothes—inadequate clothing—unaccounted injuries—repeated injuries—bruises around the face or head—fractures—scalds—slap or bite marks—detailed sexual knowledge inappropriate for age - excessively affectionate—eating disorder—urinary tract infection—drawings that are sexually explicit—lack of physical interaction—lack of positive parenting—rejection—humiliation— isolation within the family—fear of being alone.

Guidance for Reporting Information

You should record your concerns as soon as possible (preferably on an 'Expression of Concern Form—available from the office). You should include the following:

- * The nature of the concern.
- * What is the evidence that led to your concern.
- * What the child said if a discussion took place.
- * What you did or said in response.
- * The name of the child
- * The date the disclosure took place.