

## Suspected abuse by a member of staff, volunteer or visitor

- Report the allegation immediately to the designated safeguarding lead or Headteacher.
- In the event of the designated safeguarding lead or the Headteacher being suspected, report your concerns to the Chair of the LAB (Steve Wood)
- The Local Authority Education Duty Desk) will be informed.
- Do not go to the member of staff, volunteer or visitor.
- Do not carry out investigations.

## Health and Safety

The school is regularly audited to ensure that the facilities are safe for young people. However you have a responsibility to ensure that your actions do not endanger the young people in our school.

Please ensure that you follow instructions on the school site and do not operate machinery you are not trained for.

Burnham Market Primary School  
Friars Lane  
Burnham Market  
Norfolk  
PE31 8JA

01328 738354

### Designated Safeguarding Lead

Mrs Rachel Stroulger  
(Headteacher)

### Deputy Designated Safeguarding Leads

Miss Jennifer Clarke (Deputy Headteacher)

Mrs Emma Beck (SENDCo)

Mr Williams (Senior Teacher)

Record of concern forms available from both members of staff, Mrs Morrell in the school office and in the staffroom.

## Safeguarding Children

Burnham Market Primary



Quick guide

01328 738354

**NEVER PROMISE TO  
KEEP A SECRET!**

## Introduction

Safeguarding and child protection are one of the most important parts of everyone's jobs at Burnham Market Primary School. We ask everybody who works with our pupils to follow guidelines set out in this pamphlet.

Regardless of whether you are a teacher, a member of support staff, a visitor or a volunteer, we ask that whilst you are on school site you pay heed to our policies and procedures.

If you have any concerns please request a record of concern form from the school office and pass it to allocated staff along with your contact details.

## Keeping pupils safe

Our schools operate a policy of restricting unsupervised access to students to those who have been correctly vetted.

All adults who work regularly with our young people must undertake a Disclosure and Barring Service (DBS) check which must be completed before you commence working with our young people.

Adults visiting the site for meetings who will be accompanied at all times do not need to be checked in this way.

## Do not promise confidentiality

- Tactfully and sympathetically listen to the concerns of a child. Do not ask leading questions, (these allegations may lead to criminal proceedings and your actions could jeopardise police investigations).
- Report any incidents of signs immediately using a record of concern form.
- Keep a note of the date and time.

## Signs and Symptoms are:

- Neglect
- Sexual abuse
- Physical abuse
- Emotional abuse
- Extreme radicalisation

These examples are only some of the things to look for. A more detailed explanation is available as part of our child protection policy which is available on request.

It is NOT the responsibility of school staff, volunteers or visitors to form judgments or to make enquiries of parents or other involved.

The investigations are the statutory duty of others to perform.