Please remember:

•Treat everyone with respect

•Provide an example you wish others to follow –act as a role model.

•Remember that someone else might misinterpret your actions, no matter how well intentioned. Protect yourself.

• If you take a phone call or note a concern from a parent update CPOMS at the earliest opportunity. If you have a concern, talk with the DSL and record on CPOMs at the earliest opportunity. All safeguarding information is located on Microsoft Teams under Safeguarding.

• Either Rachel or Dave are always available for any safeguarding advice, no matter how small. Rachel can always be contacted by phone even if she is out. Don't make it your responsibility – just ask.

•In the very rare event of the DSL's not being contactable, arrangements will be communicated to all staff in relation to a temporary reporting process.

- **There is NOTHING MORE IMPORTANT THAN SAFEGUARDING.**

0300 500 8090 – MASH Nottinghamshire

NSPCC 0808 800 5000

LADO Central ---Office line 0300 123 2044

If a child is in immediate danger phone 999

Pinewood Infant School & Foundation Unit

Safeguarding Procedures 2026-27

Staff or volunteer have concern
or
a pupil makes a disclosure

1. Staff should inform the designated person (DP) in school ASAP
2. A written record of the information or concern must be made at the earliest opportunity in writing on CPOMS (middays, students and volunteers to used welfare concern forms or input with DSL on CPOMs) , DSLs should be tagged on CPOMS . If completing a welfare concern form in the case of middays, this should be placed in a sealed envelope and marked confidential and given directly to the safeguarding lead with as much information filled out as possible.
3. The content of the disclosure should not be discussed with anyone else.

The designated person will:

1. Ensure that the above has been followed.
2. Reassure the person who approached them and check if they need further support.
3. Discuss the concern with the other DSL if required to determine appropriate action.
4. Record any decisions or actions on the record.
5. File the concern in a confidential file.
6. Update the child protection log/welfare concern records.

DP talks directly to the family (in most instances)
DP makes a referral to the Multi-Agency safeguarding Hub (MASH), social care or the police.
A chronology is initiated.

The case is kept on file and the concern/pupil is monitored for further issues.
A chronology is initiated.

Pinewood Infant School & Foundation Unit

Safeguarding is everyone's responsibility
It could happen here

Safeguarding Procedures Quick reference guide 2026-27

The Safeguarding Team in school are:

Ms Rachel Otter – Head Teacher – Senior Designated Safeguarding Officer

Mr Dave Armstrong-Jones – SBM Designated Safeguarding Lead (DSL)

Rachel Makey - Safeguarding Governor
rachelmakey@pinewood.notts.sch.uk

You must have read and understood:

- Keeping children in Education Part 1 2026
- Working Together to Safeguard children
- What to do if you are worried about a child
- School Child Protection Policy

Volunteers/Visitors Responsibility

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. Stress to volunteers that they should avoid any contact which would lead to any reasonable person to question their motivation and intention. At Pinewood we all have a duty to safeguard and promote the welfare of our children. Remember volunteers may not have had full DBS checks.

Mobile Phone Use

Mobile phones are not allowed to be used in public areas where children may access during contact working hours **unless agreed with the Head Teacher**. This includes being in pockets, coats or in handbags/bags that are accessible. At the start of each session a staff member/volunteer's mobile phone must either be placed in their bag to be put into their locker or alternatively placed in cupboard in the school office for their working day. If you see a visitor or parent with a mobile phone please inform them of our procedures straight away.

Identity Badges

Always wear your identity badge in school. All visitors need to wear a visitors badge in school. They will wear green lanyard if they are DBS checked and red if not. Visitors in red badges **must not** be on their own with children.

Social Media

Do not put any comments on social media that may reflect badly on the school. Please respect confidentiality at all times.

Talking to children & young people

If you have concerns about a child, talk to the DSLs immediately. If a child makes a disclosure to you it can be an alarming situation and it is important to know what to do. You need to:

- listen to what the child has to say, and be very careful not to 'lead' the child or influence in any way.
- Stay calm.
- Listen without showing shock or disbelief. Accept what is being said.
- Allow the child to talk without asking any direct or leading questions.
- Stress that it was right to tell.
- Reassure the child that it was right to tell but that it is not their fault, but do not make promises you can't keep.
- Tell the child what you will do next (that you will talk to Miss Otter/Mr Armstrong-Jones aka Mr AJ).
- Record in writing the details immediately on a concern form dating and signing the record and passing to the DSL in an envelope marked confidential. Inform the DSL of your concerns immediately.
- Seek support for yourself from the DSL's if needed.
- It is important to remember that the children's details and names must remain confidential and any discussion you feel you undertake does not allow the child to be identified to anyone else.

SAFE WORKING

- Treat all children equally - never build a 'special relationship' or favour a particular child above all others.
- Ensure that when working with individual children, wherever possible that the doors is left open, or that you can be visible to others. Volunteers must not be on their own with children unless DBS checked.
- Do not photograph children (unless requested by the school staff) exchange emails, text messages, and phone numbers or give out your own personal details.
- Only touch children for professional reasons and when this is necessary and appropriate for the child's well being and safety.

ALLEGATIONS about staff

- Any allegations should be reported to the Head Teacher.
- If the concerns are about the Head Teacher please inform the Chair of Governors.
- The LADO deals with allegations of this nature.

PREVENT DUTY

We have a statutory duty to have '*due regard to the need to prevent people need to prevent people from being drawn into terrorism':*

- There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology.
- As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.
- Children at risk of radicalisation may display different signs or seek to hide their views.
- School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately in line with Prevent Duty procedures.

The Prevent duty Departmental advice for schools and childcare providers June 2015