

## Summary of Child Protection Information for Supply teachers/TAs, Visitors and Volunteers

*Fosse Mead Primary Academy is committed to the highest standards in protecting and safeguarding the children entrusted to our care; we expect all supply teachers, visitors and volunteers to share this commitment.*

### Our school will support children by:

- Promoting a caring, safe and positive environment
- Encouraging self-esteem and self-belief
- Effectively tackling bullying and harassment

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff and visitors working with children are well placed to identify such abuse.

### Everyone working with our children should be aware that their role is to:

- Listen and note carefully any observations which could indicate abuse
- Not to attempt to investigate once the initial concern is raised
- Refer to one of the DSLs immediately

## Fosse Mead Primary Safeguarding Team

Our Designated Safeguarding Leads are...

### Safeguarding Lead:



Jay Virk

### Deputy safeguarding leads:



Emma  
Tuffey



Karla  
Blythe



Kerry  
Bishop



Nadine  
Handford-Glaze



Liam  
Johnson

## KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)

KCSIE sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges. It is your responsibility to read part 1 of this guidance.

### WHAT TO DO IF YOU HAVE CONCERNS ABOUT A CHILD:

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must report it to a member of the safeguarding team immediately.

### WHAT TO DO IF YOU HAVE CONCERNS ABOUT A MEMBER OF STAFF

All concerns about staff must be reported to the head teacher. If your concern is about the head teacher then report your concerns to the chair of The Local Academy Council (Cathy Brown – [cbrown@tmet.uk](mailto:cbrown@tmet.uk)) or the Local Authority Designated Officer (LADO) on 0116 4542440.

*The NSPCC whistleblowing helpline is available for anyone who does not feel able to raise concerns regarding child protection failures within the school.  
Telephone: 0808 8005000*

## How to make a referral

A referral form can be found in the blue Safeguarding file in the staffroom. Please complete the referral form as fully as possible. If you need any support completing it then please see a DSL for guidance.

Initial Report, Safeguarding Concern Form - CONFIDENTIAL

Child's Name (in full)	DOB	
Male <input type="checkbox"/> Female <input type="checkbox"/>	Disability: Yes <input type="checkbox"/> No <input type="checkbox"/>	Ethnicity: Subject:
Date of concern	Type of concern	
Child's account of disclosure (What did the child say, in their own words? (If a boy/please use name etc.)		
Your comments (Your opinion, context of concern/disclosure/your observations)		
Your response (What did you do/plan to do following the concern?)		
Your Name:	New signature:	
Your position in school:	Date and time of this report (eg.:	
Action and response of DSL/Headteacher (What action have you taken? When will you follow up? What support is needed? Parents informed? Support plan?)		
Headmark given to staff member reporting concern:	Info shared with other staff? If so, what was shared and rationale for this?	
Name:	Date:	

## What happens next?

Please hand the completed referral form to one of the DSLs. The DSL will investigate and look into the referral.

**THANK YOU FOR YOUR SUPPORT IN HELPING FOSSE MEAD PRIMARY ACADEMY SAFEGUARD ITS CHILDREN**

If you would like to look at any of our policies in detail to support you further, please refer to the blue Safeguarding file which is located in the staff room.

## Key documents to be aware of

- Child Protection and Safeguarding policy
- Keeping Children Safe in Education (KCSIE) – Part 1
- Whistleblowing policy and procedures
- Behaviour policy
- Staff behaviour policy (code of conduct);
- The safeguarding response to children who go missing from education
- The role of the designated safeguarding lead

## Fosse Mead Primary Academy

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# Safeguarding at Fosse Mead Primary



## Information & Guidance for Supply Teachers, TAs, Visitors and Volunteers

*Safeguarding and promoting the welfare of children is everyone's responsibility!*