



## Safeguarding at Oldcastle Primary School

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard pupils. Therefore, at Oldcastle we establish and maintain an ethos where children feel secure and are encouraged to talk. We ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty.

The school has two designated senior staff for child protection



**Mrs C. Littlewood**



**Miss L. Hodgson**

The school also has a designated governor for child protection



**Mr D. Faulkner**

Should you have any concerns or queries regarding Child Protection or Safeguarding, please contact one of the above via the school office.

## Child Protection Procedures Flow Chart

On discovery or suspicion of child abuse - If in doubt – ACT

Inform your Named Person for Child Protection

**Ceri Littlewood** ([head@oldcastleps.bridgend.cymru](mailto:head@oldcastleps.bridgend.cymru))

**Lyndsey Hodgson** ([alnco@oldcastleps.bridgend.cymru](mailto:alnco@oldcastleps.bridgend.cymru))

Who should then take following steps:

If the allegation is about the named person(s) contact:

**Mr Damian Faulkner** – Chair of Governors

([d.faulkner@oldcastleprimary.co.uk](mailto:d.faulkner@oldcastleprimary.co.uk) or 07810 835998)

Do not discuss the matter with anyone else.

Where it is clear that a Child Protection Referral is needed contact Children's Initial Contact Point without delay **Tel No 01656 642320**

Out of hours Emergency Duty Team **Tel No 01443 743665**

Named Persons may also seek advice from the Education Social Work Service

**Vulnerable Groups Tel 01656 642421**

If you are asked to monitor the situation, make sure you are clear what you are expected to monitor, for how long and how and to whom you should feedback information to.

Remember **always make and keep a written record of all events and action taken, date and sign each entry to this record. Keep records confidential and secure and separate from the child's curriculum file.**

Ensure immediate completion and dispatch of the Common Child Protection Referral form. Retain a copy in school. Send copies (within 48 hours)

- Children's Social Care (Duty Desk)
- Principal Education Social Worker

