

## **Appendix 2: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.**

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

**If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse, neglect or extremism you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form is to complete is attached to this and others can be obtained from the main office, the staff room or the Inclusion office. Please ensure you complete all sections as described.**

If you are unable to locate them ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Principal. If an allegation is made about the Principal you should pass this information to the Chief Executive. Alternatively, you can contact the Local Authority Designated Officer on 01603 223473. NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – Lines are available from 8:00am to 8:00pm, Monday to Friday or via e-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

The people you should talk to in school are:  
Designated Safeguarding Lead (DSL): Fiona Whyman  
Location of office: Opposite Year 1 Classroom  
Contact Number: 01553 773088/07789776130

Alternate Designated Lead: Wendy Darrell  
Location of office: Reception Classroom  
Contact Number: 01553 773088

Alternate Designated Lead: Linda Hothersall  
Location of office: Principal's Office  
Contact Number: 01553 773088

Chief Executive:  
Contact Number:

At Eastgate Academy we strive to safeguard and promote the welfare of all of our children