Our Safeguarding Expectations "On a Page"

Our Commitment: We are committed to safeguarding and promoting the welfare of all children and young people. Everyone working in or visiting our setting shares responsibility for protecting children from harm.

Our Mantra: "We know what to look for, we know it can happen here, we know who to report it to"

Oldfield Brow Primary School

Key Contact Information:

Designated Safeguarding Lead (DSL)

- **Name:** Laura Heffernan
- **Position:** Assistant Headteacher
- **Contact details:** safeguarding@oldfield-brow.com

Deputy DSL(s)

- **Name(s):** Dawn Moody and Lisa Pritchard
- **Position:** Deputy Headteacher and Pastoral Leader
- **Contact details:** dmoody@oldfield-brow.com lpritchard@oldfield-brow.com

Headteacher

- **Name:** James Cash
- **Contact details:** jcash@oldfield-brow.com

Safeguarding Governor

- **Name:** Emma Allen (Chair of Governors)
- **Contact details:** clerk@trustgs.co.uk

Trafford First Response (Contact Details):

- **Phone**: 0161 912 5125 (8.30am to 4.30pm)
- **Out of Hours**: 0161 912 2020
- **Email**: firstresponse@trafford.gov.uk

If You Have a Concern About a Child:

Do:

- Listen carefully
- Record facts accurately
- Report concerns immediately to the DSL or Deputy DSL
- Follow the school's safeguarding procedures
- Act even if you are unsure

Do Not:

- Promise confidentiality
- Investigate yourself
- Ask leading questions
- Delay reporting
- Share information unnecessarily

Types of Abuse

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Additional Safeguarding Concerns

- Child-on-child abuse
- Online safety
- Exploitation (criminal/sexual)
- Domestic abuse
- Bullying
- Radicalisation and extremism
- Self-harm and mental health concerns
- Missing education

Reporting Concerns

1. Report immediately to the DSL.
2. Record the concern promptly using factual language and including exactly what was said.
3. Complete the school's safeguarding recording process.
4. If a child is in immediate danger, contact emergency services (999) and inform the DSL as soon as possible.

Low-Level Concerns about Staff

1. Any concern about a member of staff, volunteer, visitor, governor, or supply worker must be reported immediately to the Headteacher.
2. Concerns about the Headteacher should be reported to the Chair of Governors, Emma Allen.

Receiving a Disclosure

When appropriate, use **TED questions** to encourage a child to tell you more in their own words.

T = Tell me... *"Tell me what happened."*
E = Explain... *"Explain that to me."*
D = Describe... *"Describe what happened next."*

Remember:

- Keep questions open.
- Let the child lead the conversation.
- Avoid asking "Why?" questions.
- Avoid suggesting answers.
- Don't ask children to repeat their account multiple times.
- Your role is to gather enough information to pass on a concern, not investigate.

Examples of helpful questions:

- "Tell me more about that."
- "Explain what you mean."
- "Describe where that happened."
- "Tell me what happened next."

Avoid:

- "Did your dad hit you?"
- "Were you scared?"
- "Did this happen because you were naughty?"

If in doubt, report it!

REMEMBER: Safeguarding is everyone's responsibility.