



## Edward Feild Primary School

### Child Protection Procedure

In the event of any disclosure, other concern or suspicion:

1. **Jot down notes at the time if possible:** date, time, facts, observations and the child's own words – do not ask leading questions

2. **Contact Scott Lewis (Headteacher - Designated Lead)**



If Mr Lewis is not available, contact

**Sue Doyle (Pastoral Support Worker, Deputy Designated Lead)**



Staff contact details are held in the school office purple 'Staff Contacts' folder.

**OR** Contact the safeguarding hub **M.A.S.H** **0345 050 7666**

The out of hours Duty Team (for emergencies only) can be contacted on 0800 833408

To report an allegation against a person in a position of trust, please contact Scott Lewis, or the Local Authority Designated Officer on 01865 810603, email [lado.safeguardingchildren@oxfordshire.gov.uk](mailto:lado.safeguardingchildren@oxfordshire.gov.uk)

*The safeguarding governor, Samuel Hubbard, can be contacted at [safeguarding.governor@efs.oxon.sch.uk](mailto:safeguarding.governor@efs.oxon.sch.uk)*

#### **Remember:**

**Never** promise that you can keep what a child has said a secret

**Reassure** stay calm, no judgements, empathise

**Explain** what you will do next – inform designated lead, keep in contact

**Report** the incident to the designated lead and do not tell any other adults or students what you have been told

**Record** details within 24 hours using CPOMS