



Edward Feild Primary School

Child Protection Procedure

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

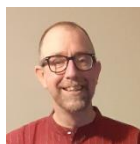
1. **Jot down notes at the time if possible:** date, time, facts, observations and the child's own words – do not ask leading questions

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



If Mr Lewis is not available, contact

Mrs Doyle, Mr Tupling, Mrs Cheung (Deputy Designated Leads)



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**

If you have an urgent concern please phone 101 or 999

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

The safeguarding governor, Mrs Jones, can be contacted at 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