

Safeguarding Team
Exford CofE First
School

**Provision's Designated
Safeguarding Lead:**
Naomi Philp
Executive Headteacher
Alison Blackmore
Head of School

Provision's Designated Deputy
Safeguarding Leads:
Petri Cole
Melanie Healey

Designated Teacher for
Looked After Children:
Naomi Philp

Provision's Prevent Lead:
Naomi Philp

Provision's Child Sexual
Exploitation Lead:
Naomi Philp

Safeguarding Governance
Lead: Rev Ann Gibbs



**Somerset Direct: for Children's Social
Care**

0300 123 2224

Mobile Phones

The use of mobile phones is restricted
within this school.
Please only use your mobile phone in
designated areas.
On this site, these are in the school
office and the staff room.



**Local Authority Designated
Officer (LADO/DO):**

Anthony Goble
Gregg Liddington

sdinputters@somerset.gov.uk



**Exford
CE VC
First School**

**Safeguarding
Advice and
Guidance for
Visitors, Temporary
Staff & Volunteers**

Updated September 2026

Contact Us:

Exford C of E First School
Church Hill
Exford
TA24 7PP

exford@moorlandfed.co.uk
01643 831365





Abuse & What to do if:

Child abuse is in many different forms: including verbal abuse, physical abuse, sexual abuse, peer on peer abuse and children at risk of sexual exploitation (CSE). Neglect is also a form of abuse. Equally concerning are incidents regarding radicalization; this is considered a form of abuse. In addition; concerns should be raised regarding female genitalia mutilation (FGM). Every adult visiting and working at our school or on site is responsible for the safeguarding of all our children/ pupils. There is no set descriptor for an abuser and many abusers are in positions of trust and responsibility. We have a whistle blowing policy if anyone has a concern about a member of staff and the appropriateness of their behaviour.

If you notice a concern about a child/ pupil you must report it to the Designated Child Protection member of staff. The staff are listed in this leaflet. A pink safeguarding form is available from the staffroom and offices to note down what you have seen or observed. **If a child starts to make a statement to you of a safeguarding nature** you must not promise to keep anything they say a secret. Be clear by stating: ***'I may have to pass on what you tell me to another adult to keep you safe, I cannot keep it a secret'*** then try to record 'in their words' what they say. Record when (time and date) they said it, where they said it and how they seemed. All this information is helpful.

Spot the signs!

How to report:

If you have a concern, please report immediately to the DCPC (Designated Child Protection Coordinator) which is also the Head teacher, Business Manager, administrator and lead teacher of EYFS. They are named in this leaflet. If you are unable to locate a member of the Safeguarding team, ask a member of staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Pink safeguarding forms are located in the staffroom and offices, these should be used to record your concern/observations in writing. Concerns can also be logged on CPOMs if you have a login. Once completed this should be given to the DCPC, this includes concerns regarding staff.

These concerns should be recorded and passed on in a timely fashion, the same day is advised.

All adults have the right to report directly to external agencies as well as report to our DCPCs; the numbers are included in this leaflet.

If you have a concern about the Executive Head teacher please report this directly to the Local Authority Designated Officer (LADO) Mr Anthony Goble on 0300 123 2224.

Advice for safe working:

Please take care not to put a child or yourself in a vulnerable position:

Avoid physical contact with children unless part of your job or where some form of physical contact is inevitable, such as a child has an accident or is hurt or is in a situation of danger to themselves or others around them. Wherever possible, be visible to other members of staff and inform another member of staff of your whereabouts in school, who you are with and for how long. Do not go into cupboards (or rooms without visibility such as a window) alone with a student.

If working alone with a student, leave the classroom/office door open (ideally doors should have a clear glass panel in them).

Always use appropriate language and age appropriate language even when conversing with colleagues.

Do not share personal information with pupils.

Your responsibility:

Exford CofE First School takes its statutory responsibility to safeguard and promote the welfare of children very seriously. All adults, including visitors, volunteers or temporary members of staff should act within the safeguarding procedures, which directly relates to key guidance such as: 'Keeping Children Safe in Education,' Part 1 of this document is available to all volunteers and temporary staff.

To do nothing is more dangerous than to do something: please act to safeguard our children.

- Please note: Adults (from external agencies) will not be permitted to work with pupils 1:1 unless a DBS and all the necessary safeguarding checks are verified.
- Temporary members of staff, volunteers or agency staff supporting our pupils must provide their DBS details along with photographic identification.
- Adults will be issued with the appropriate lanyard while visiting the site and these must be worn at all times.

Please report all concerns regardless

Health & Safety Please ensure you monitor risks around the site to make safe decisions regarding your own and others safety. There is a near miss log located in the staffroom if you experience any concerns.

Fire: Please evacuate the building in a calm manner if the alarm sounds, meeting at the fire evacuation point outside on the main playground. If the alarm sounds please depart the building by the nearest fire exit.