

## SAFEGUARDING CHILDREN at Dulwich Hamlet Junior School



Everyone at Dulwich Hamlet Junior School works together to ensure that children and young people are kept safe by contributing to:

- providing a safe environment for children and young people to learn; and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and at the school.

### **Guidelines for Staff**

If you think a child or young person at Dulwich Hamlet Junior School is in need because they are suffering or likely to suffer significant harm, you **MUST** do the following.

1. Make a note of what you have seen or been told.
2. Don't make assumptions – keep an open mind.
3. Don't ask any leading questions and don't cross-examine the child. Only ask simple and open questions – Who? What? Where? When? etc.
4. Don't physically examine the child (other than in an emergency when no first aider is available).
5. **NEVER** promise to keep “secrets”. Explain that you can listen to them, but make it clear that if you perceive that they are in any danger of harm then you will have to seek advice because you have a duty to protect children and young people. Reassure them that they can be helped and kept safe.
6. Maintain confidentiality for the child or young person. Be discreet – do or say nothing that may place the child or yourself at risk.
7. It is normally the role of the Designated Safeguarding Lead to ring home or contact Children's Social Care services.
8. Act quickly and share the information with your Designated and/or Deputy Designated Safeguarding Lead for Safeguarding at Dulwich Hamlet Junior School. They are:

**DESIGNATED SAFEGUARDING LEADS: Claire Purcell (Executive Headteacher) and Tom Salomonson (Head of School)**

**DEPUTY DESIGNATED SAFEGUARDING LEADS: Beth Harris, Kirsty Shreeve (Assistant Headteachers) & Amy Kenny (Pastoral Early Help Officer)**

Please inform Tom Salomonson in the first instance.

9. If none of the Designated Safeguarding Leads are available and you are extremely concerned about the safety of a child, then see any of the Year Team leaders (Senior Management Team).
10. If the disclosure or your concern relates to a member of staff, this must as soon as possible be shared with the Executive Headteacher/Designated Safeguarding Lead, or the Head of School/Designated Safeguarding Lead, and nothing should be said to the colleague involved. It must be shared with the CEO: Cassie Buchanan if it relates to the Executive Headteacher.

If you are in any kind of doubt about procedures for Safeguarding Children, then please see the Designated Safeguarding Lead or one of the Deputy Designated Leads straight away.

**KNOW YOUR PROCEDURES – THEY ARE YOUR BOUNDARIES. THEY ARE THERE TO PROTECT YOU AS MUCH AS TO PROTECT CHILDREN.**

The Trust's Child Protection (Safeguarding) Policy contains more detailed information about safeguarding children and can be accessed at the school office/reception and online on the school's website. All staff and volunteers should protect themselves by following the school's code of conduct for staff. Safe professional practice is vital for ensuring that they do not place themselves at risk.

Signed: *C. L. Purcell* (Executive Headteacher and Designated Safeguarding Lead)

Date: 01/09/26