



## Safeguarding Children at Knaphill Lower School

Knaphill Lower School is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment.

All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read the Policy on request; a copy can be found on our school website and a hard copy is available from the school office.

Occasionally, we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare. Our Designated Safeguard Leads (DSL's) are:



**DSL: Miss Joanna Concannon**



**Deputy DSL: Mrs Ruth Chereau**

If you are concerned about a child's welfare, please record any observations/concerns or conversations heard and report to one of the DSL's as soon as possible the same day. Do NOT conduct your own investigation.

If your concerns relate to the actions or behaviour of a member of staff (which could suggest that they are unsuitable to work with children) then you should report this to one of the DSL's in confidence. The DSL's will refer the matter to the Federation Headteacher/Head of School (or the Chair of Governors if the concern relates to the Federation Headteacher/Head of School) who will consider what action to take.