

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

Introduction

This guidance is provided for staff so that they know the safeguarding procedures at your school

This guidance is a shortened version of the school's Safeguarding Policy which is available in the school office. This contains detailed advice and guidance about safeguarding in the school. You will be introduced to aspects of the detailed advice during staff training throughout the year.

This guidance in this document contains key information for staff.

Designated safeguarding leads

You need to know the names of key people in the school, these names are included on the *Key People in your School* poster. These have been placed in prominent places in the school and include the names of the Designated Safeguarding Leads (DSLs). The names of the designated safeguarding leads in your school are:

- Julie Woodcock
- Emma Chatzispriyridou
- Richard Johnson

The DSLs oversee the safeguarding procedures in the school. If you have any concerns about safeguarding you should speak to one of them. One of them is always on site.

Keeping Children Safe in Education

It is **compulsory** for all staff members at Pierview Academy to read Part 1 of the current edition of *Keeping Children safe in education* (KCSIE for short). This is the Government guidance on safeguarding. This is usually updated each year by the Department for Education. A copy of the current document is included as Appendix 1 at the back of this guidance.

Staff's knowledge of KCSIE is tested at regular intervals by the DSLs in staff training sessions.

If you are a new member of staff you must read this as part of your induction.

What to do if you have a concern about a learner

If you have any concerns about the safety or well being of a learner in the school you should complete a safeguarding concern form - this Appendix 2 in this guidance.

This form includes guidance on how to fill it out.

Once you have completed this form you should give it as quickly as possible to one of the DSLs.

Remember, if you have any concerns about the safety or well being of a learner you can speak to the DSL.

This guidance has 2 appendices which you should now read:

Appendix 1 Keeping Children Safe in Education Part 1

Appendix 2 Safeguarding Concern form