

# Sandwich Junior High School

## Child Protection Procedure



### Safeguarding Responsibility

Safeguarding is everyone's responsibility. All staff have a duty to act immediately where there are concerns about a young person's safety or wellbeing.

If you witness, suspect, or receive information from a young person or another person that a child may be at risk, you must report this information without delay.

### The Child Protection Officers for Sandwich Junior High School are:

- **Christie Ford** – Head Teacher (Head of Child Protection)
- **Gemma Sjoberg** – Depute Head Teacher
- **Jonathan Kerr** – Principal Teacher - Pupil Support

**If none of the above team are available, please speak to a member of the Extended Leadership Team who will contact Quality Improvement on 01595 744000**

### Procedure for Responding to a Concern

When a safeguarding concern arises, staff must:

- Ensure the young person is safe. If there is immediate risk, seek help.
- Listen carefully to the young person and seek basic clarification where appropriate. Do not ask leading questions.
- Record key information as soon as possible.

### Reporting Process:

- In the first instance, concerns should be shared with your line manager.
- Where there is urgency or an immediate risk of harm, staff must escalate directly to a Child Protection Officer or a member of the Senior Leadership Team without delay.
- There should be no delay in reporting safeguarding concerns. If in doubt, escalate immediately.
- A young person must not be left unsupervised while a concern is being escalated.
- This may require arranging immediate cover to ensure the concern is escalated without delay.
- All Child Protection matters are strictly confidential and must only be shared on a need-to-know basis.

### The Child Protection Officer will:

- Consult with relevant staff members.
- Seek further advice from Duty Social Work.
- If required, complete the referral form or delegate to another member of the extended leadership team.
- Retain accurate records.
- Ensure school-based actions are followed up.
- Review at Safeguarding Meetings, as part of the School's Monitoring and Quality Assurance processes.

### School Ethos:

- As a trauma-informed and nurturing school, we recognise that behaviour is often a form of communication.
- Our role is to respond consistently, supportively and with understanding, ensuring that all children feel safe, respected and supported.