

IMPORTANT CONTACTS



Our Designated Safeguarding Lead (DSL) is:

Mrs Freeman
Headteacher and
Designated Safeguarding Lead
h.freeman@bigginhillps.com



Our Deputy Safeguarding Leads (DSL) are:

Mrs Lawrence
Deputy Headteacher,
Inclusion Lead and
Deputy Safeguarding Lead
k.lawrence@bigginhillps.com



Mrs Sargeant
Family Liaison, Mental Health Lead
and Deputy Safeguarding Lead
k.sargeant@bigginhillps.com



*If you are concerned about
the safety or wellbeing of
any child please contact
one of us immediately.*



School hours:
01959 575846

A good practice guide for
colleagues, visitors and
volunteers to
Biggin Hill Primary School

**Please do not use mobile phones
on school premises except in
designated areas.**

**Keep this with you for
quick reference**

**Safeguarding is our
#1 priority
every day.**

**BHPS SAFEGUARDING
GUIDE**

Produced by the Safeguarding Team at:

Biggin Hill Primary School
Old Tye Avenue, Biggin Hill,
Bromley
TN16 3LY
Tel: 01959 575846
Email: admin@bigginhillps.com

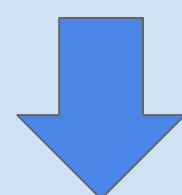


BHPS SAFEGUARDING GUIDE

**Safeguarding is
our #1 priority
every day.**

CHILD PROTECTION PROCEDURES

Procedures to follow when a disclosure is made.



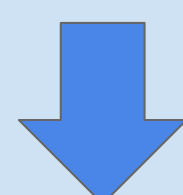
Initial disclosure from child



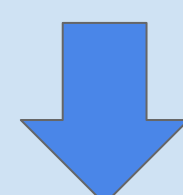
Precise note to be made of what was disclosed



Report to Designated Safeguarding Lead immediately



Safeguarding Lead to make appropriate referral if necessary



Proposed way forward to be decided and confirmed

Should you be concerned about extremist views or feel that the school is not promoting British Values, please contact us and ask to speak to:

Mrs Freeman, Headteacher and Designated Safeguarding Lead

What to do if a child makes a disclosure

RECEIVE:

Listen to what the child is telling you. Do not show shock or disbelief. Do not ask leading or probing questions.

REASSURE:

Reassure the child calmly and gently that they have done the right thing. Never promise confidentiality and explain to the child that the people who can help will be informed.

RECORD:

Record what the child has told you straight away while it is fresh in your mind. The actual words spoken by the child should be used as much as possible. Specific facts relating to named people, dates and places etc. should be recorded accurately. Give this to the Designated Safeguarding Lead immediately.

REPORT:

It is not your responsibility to investigate further but it is your responsibility to report your concerns. **Prompt action is paramount.** Immediately approach a Designated Safeguarding Lead to discuss your concerns. They will follow the Child Protection Policy. Do not discuss this with anyone else other than a Designated Safeguarding Lead.

Any concerns relating to a member of school staff should be reported directly to the Headteacher

SIGNS OF ABUSE

Neglect

- Poor hygiene
- Dirty clothes
- Underweight or Overweight
- Inadequately clothed
- Shoes too small
- Anaemia
- Protuberant abdomen
- Frequent bouts of gastroenteritis

Physical

- Unaccounted for injuries
- Repeat injuries
- Bruises around the face or head
- Slap or bite marks
- Fractures
- Burns/scalds

Sexual

- Detailed sexual knowledge inappropriate to their age
- Excessively affectionate or sexual
- Fear of being alone
- Makes sexual approaches towards other children
- Eating disorders
- Urinary tract infection
- Drawing sexually explicit pictures

Emotional

- Persistent lack of affection
- Lack of physical interaction
- Lack of warmth and praise
- Lack of discipline and positive parenting
- Rejection
- Humiliation
- Victimisation
- Isolations within the family