

## **Cleves School Safeguarding at a Glance - 2025**

Safeguarding is a crucial issue and all adults working at Cleves need to be aware of our Safeguarding procedures and policies.

All school policies are guided by the Government doc. : **Keeping Children Safe in Education 2025**

Safeguarding Issues come under **four** categories:

1. Sexual
2. Physical
3. Emotional
4. Neglect.

### **1. In case of a disclosure of concern**

If something happens that you feel is a safeguarding issue or a child discloses information to you:

1. Listen carefully to the child and avoid interrupting if possible
2. Try not to ask leading questions
3. Reassure the child that they have done the right thing and you will let another adult know about their problems ( A member of the safeguarding team )
4. Do not agree that you will keep the information secret and to yourself
5. As soon as you get an opportunity write down in as much detail about the disclosure as possible while you can remember accurately what was said.
6. Bring it to a member of the Safeguarding Team **as soon as possible** and before leaving the school.

#### **Safeguarding Team:**

**Natasha Green: Designated Safeguarding Lead (DSL)**

**Hugh Thomas: Deputy Designated Safeguarding Lead (DDSL)**

**Rebecca Cannell: Deputy Designated Safeguarding Lead (DDSL)**

**Rebecca Flaherty: Deputy Designated Safeguarding Lead (DDSL)**

**Michelle Taylor: DDSL for GAP Club**

7. Once shared with the DSL Safeguarding concerns and disclosures must then be logged carefully on CPOMS

There are a number of additional safeguarding categories to be aware of :

- Pupils at risk of radicalisation or involvement in terrorism,
- Forced Marriage(FM) where whistle-blowing may come from younger siblings,
- Female Genital Mutilation (FGM) In all of these circumstances the same procedures apply

### **2. Incident Log**

If an incident occurs that is not a safeguarding issue but still worth noting it should be recorded. We have a **school incident log** which can often help to build part of a wider picture of a child's situation and can be extremely valuable. If an incident occurs you should:

1. Note down anything you see or are told by a child
2. Speak to the class teacher and give them your report
3. In the absence of the class teacher seek a member of the leadership team and inform them .

### **3. Whistleblowing**

If you wish to contact the Chair of Governor independently of the Cleves email system you can use the following address:

[cleveswhistleblowing@outlook.com](mailto:cleveswhistleblowing@outlook.com)

If you require a full copy of our safeguarding policy please ask at reception .