

## **Suspected abuse by a member of staff, volunteer or visitor**

- Report the allegation immediately to the designated professional or Headteacher.
- In the event of the designated professional or the Headteacher being suspected, report your concerns to the governing body.
- LADO (Local authority designated officer) will be informed.
- Do not go to the member of staff, volunteer or visitor.
- Do not carry out any investigations.

## **Health and Safety**

The school is regularly audited to ensure that the facilities are safe for young people. However you have a responsibility to ensure that your actions do not endanger the young people in our school.

Please ensure that you follow instructions on the school site and do not operate machinery you are not trained for.

**Alderman Peel High School**

**Market Lane  
Wells-next-the-sea**

**Norfolk  
NR23 1RB**

**01328 710476**

**[office@aldermanpeel.norfolk.sch.uk](mailto:office@aldermanpeel.norfolk.sch.uk)**

**Mrs C Gammons  
Designated Safeguarding Lead  
Assistant Headteacher**

**Wells-next-the-sea Primary and Nursery**

**Polka Road**

**Wells-next-the-sea**

**NR23 1JG**

**01328 710320**

**[Office@wells-next-the-sea.norfolk.sch.uk](mailto:Office@wells-next-the-sea.norfolk.sch.uk)**

**Mrs J Lavender  
Designated Safeguarding Lead  
Associate Headteacher**

**If you are unable to contact the person named above please contact Mrs Studd at APHS or Mr Ogle**

**Wells Schools Federation**

**Mr A Ogle**

**Safeguarding  
Children**

**Wells Schools  
Federation**



**Quick guide**

**01328 710320  
01328 710476**

**NEVER PROMISE TO  
KEEP A SECRET!**

## Introduction

Safeguarding and child protection are the most important parts of everyone's jobs at Alderman Peel High School and Wells Primary and Nursery School. We ask everybody who works with our students to follow guidelines set out in this pamphlet.

Regardless of whether you are a teacher, a member of support staff, a visitor or a volunteer, we ask that whilst you are on school site you pay heed to our policies and procedures.

If you have any concerns please request a CP1 form from reception and pass it to Mr Rimmer or Mr Ogle along with your contact details.

## Keeping students safe

Our schools operate a policy of restricting unsupervised access to students to those who have been correctly vetted.

All adults who work regularly with our young people must undertake a Criminal Records Bureau check which must be completed before you commence working with our young people.

Adults who are visiting the school on a "one off" basis (eg for one day) will undergo a "list 99" check before they arrive. Adults visiting the site for meetings who will be accompanied at all times do not need to be checked.

## Do not promise confidentiality

- Tactfully and sympathetically listen to the concerns of a child. Do not ask leading questions, (these allegations may lead to criminal proceedings and your actions could jeopardise police investigations).
- Report any incidents of signs immediately using a CP1 form.
- Keep a note of the date and time.

## Signs and Symptoms are:

- Neglect
- Sexual abuse
- Physical abuse
- Emotional abuse

These examples are only some of the things to look for. A more detailed explanation is available as part of our child protection policy which is available on request.

It is NOT the responsibility of school staff, volunteers or visitors to form judgments or to make enquiries of parents or other involved.

The investigations are the statutory duty of others to perform.