



# Castlewood Primary School

## **SAFEGUARDING CHILDREN AT SCHOOL**

"Safeguarding is everybody's responsibility."

Children have a right to be cared for and protected, protecting them is everyone's responsibility. Here at Castlewood Primary School we have a duty of care to ensure that all users of the school are kept safe from harm. We are committed to provide a secure and supportive environment in which children can develop and grow into mature and responsible people. Safeguarding children is an essential part of our holistic approach to ensure that children are protected from abuse and neglect and that every child reaches their full potential.

The school's staff, volunteers and service providers have a duty to safeguard and promote the welfare of children as a shared responsibility with parents and other carers. To support this statement, the school may signpost to services that are specialised to promote opportunity, prevent problems, act early and act effectively if and when concerns arise. Therefore, we will report to Children's Social Care if we have any reason to believe that a child may be at risk of suffering abuse or neglect.

Parents/carers are normally our first point of contact, and if a suspicion of abuse is recorded, parents/carers will be informed at the same time that the record is made; we will support parents/carers and ensure we work in collaboration with them to protect children. Working with parents/carers to prevent abuse is our primary aim and only when that has failed or in emergency situations will a referral be made to social care. When a referral is made to social care parents will be notified beforehand, except when guidance from social care or the police does not allow this.

We cannot safeguard children alone. All children's services work in partnership with each other. There are duties and rules about information sharing but if staff, parents or carers have any concerns about a child, other parent, provider, agency or any person, they have a responsibility to report those concerns and we must record and act on them.

We have a 'Castlewood Primary School safeguarding /child protection policy' which is underpinned by the West Sussex Safeguarding Children Board Procedures and the document "Working Together to Safeguard Children" and Safer Recruitment guidance. The policy applies to all children and young people regardless of gender, ethnicity, disability, sexuality or religion. It is a requirement that all users are informed of these policies and practice guidance and what they should do if they have concerns. The safeguarding policy is available from the school office or on our website.

Our Designated Members of Staff are:

**Kirsty Anstee Brown**  
**Sharon Burchett**  
**Vicky Dedman**

If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to a Designated Member of Staff as soon as possible the same day. Do NOT conduct your own investigation. There is a designated email address to notify the school of any concerns: [dsl@castlewoodprimary.co.uk](mailto:dsl@castlewoodprimary.co.uk)

If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to one of the Designated

Members of Staff in confidence, who will refer the matter to the Headteacher (or the Chair of the Governing Body if the concern relates to the Headteacher) who will act accordingly.

If you think a child or young person may be in immediate danger, call 999. Otherwise contact West Sussex County Council's Integrated Front Door (IFD) on 01403 229900.

Kirsty Anstee-Brown  
Acting Headteacher  
September 2023