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**Safeguarding Children**

[](http://www.bing.com/images/search?q=Piece+of+jigsaw+puzzle&qs=n&form=QBLH&filt=all&pq=piece+of+jigsaw+puzzle&sc=0-9&sp=-1&sk=#view=detail&id=DEDDA049AAA028142B82EF996ED8ED81A21505A5&selectedIndex=71)

**DO YOU HOLD THE MISSING PIECE?**

Reporting concerns about a child’s welfare -

1. No concerns about individual children should be kept separately in the class.
2. All concerns about individuals should be recorded on CPOMS or a safeguarding form and kept in the Safeguarding Children’s Folder.
3. If in any doubt – please speak to one of the designated members of staff in bold below:

Member of Staff or Volunteer has concerns about a child’s welfare

(All adults are responsible)

Staff Member or Volunteer, records and reports the concern immediately to:

**Mrs M Button - Designated Safeguarding Lead/Assistant Headteacher**

**Miss Letitia Williams - Family Worker**

In the absence of the Designated Safeguarding Lead and Family Worker:

**Mrs A Barnaville/Mrs H Gallagher - Deputy Headteachers**

**NEVER IGNORE IT**

**ALWAYS RECORD IT**

**YOU MUST REPORT IT**