

# Safeguarding Induction Sheet

(For all new staff, supply staff and visitors working with children)  
for mentoring support.

We all have a statutory duty to 'promote and safeguard the welfare of children'  
(Section 175 Education Act 2002)

If you have any concerns about the health and safety of any child in this school, or feel that something may be troubling them, you must share this information with an appropriate member of staff straightway. Some issues e.g. a child's appearance, hygiene or general behaviour can be shared with any teacher or member of support staff.

Do not worry that you may be reporting a small matter – we would rather you tell us things -than we miss a worrying situation.

If you think however, that the matter is serious and may be related to a child protection concern i.e. physical, sexual, emotional abuse or neglect, you must talk to one of the people below immediately.

Any allegations or disclosures involving a member of staff needs reporting directly to the Head Teacher immediately, unless the allegation involves the Head Teacher and then the concern needs reporting to the Chair of Governors.

**The staff you should talk to at this school are:**

Head Teacher



Ms McKechnie

Safeguarding &  
Inclusion Manager



Mrs Golsworthy

Learning Mentor



Mrs Wells

The Safeguarding Academy Council Member is Mrs Sharon Butterfield and the Chair of the Academy Council is Mr Stephen Groves. Both can be contacted via the school office.

**Thank you for supporting and safeguarding the children at our school**