

Please read the policy for Safeguarding and Child Protection which is displayed in the school office and on the website.

<http://www.langhamvillageschool.com/wp-content/uploads/2022/08/Safeguarding-Policy-2022.pdf>

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Safeguarding at Langham Village School

Our school fully recognises the contribution it can make to protect children from harm. The key elements of our policy are prevention, protection and support.

Designated Safeguarding Leads:
Polly Kossowicz—Head teacher
Emma Cotton—Jet Class teacher

Safeguarding guidelines to be observed in school:

- Mobile phones should be kept out of sight.
- No photographs should be taken of children without permission from the Head teacher.
- No photos of children should be shared on social networks without permission from the Head teacher.
- Students, visitors and volunteers should not perform any personal care, such as toileting of children.
- An up to date DBS check is required for all volunteers.

What to do if a child discloses something to you:

- Listen carefully, reassure and do not interrupt.
- Don't ask questions.
- Don't display disbelief.
- Make a note of the facts.
- Don't promise to keep anything secret.
- Don't delay in passing the information on to Polly Kossowicz or Emma Cotton.
- The form you need to fill in is in the main office on the notice board.

Who to speak to if you have any safeguarding concerns about a child:

In the event of a disclosure by a child or if you have concerns about the wellbeing of staff or children, speak to Polly Kossowicz or Emma Cotton.

For all policies please see the website:

[http://
www.langhamvillageschool.com/
school/policy-downloads/](http://www.langhamvillageschool.com/school/policy-downloads/)