

S

Sign In / Sign Out.

Staff, visitors and pupils

Complete registers on time and accurately.

A

Approachable.

Don't dismiss, take time to listen.

F

Family.

Be there for each other. Don't turn anybody away.

E

Everything!

Writing notes – No abbreviations or initials instead of full names. Include dates and times and don't forget to write your name too!

G

Genuine.

Don't take on the role of deciding if a child is telling the truth or if it's important – pass the concern to the safeguarding officer **IN WRITING**.

U

Urgency.

Concerns must be written on a concern sheet and passed to a safeguarding officer immediately.

A

Accurate.

Ensure that your written report is accurate – please refer to the **RECEIVING DISCLOSURES** guidance sheet.

R

Responsibility.

All staff must feel they can report a concern and feel that they'll be listened to.

D

Display your badge!

Staff and visitors.

Challenge anyone **NOT** wearing a badge!

Staying Safe



Designated Safeguarding Lead	Tracey Dibbens
Deputy Safeguarding Lead	Justine Joule
Chair of Governors	Mary Hennessy Jones
Our local contact numbers are:	
Safeguarding of children concerns <i>(Children living in Cheshire East)</i>	0300 123 5012 Cheshire East Consultation Service <i>(Mon–Thurs 8:30am–5:00pm Friday 8:30–4:30pm)</i> 0300 123 5022 Emergency Duty Team
Safeguarding of children concerns <i>(Children living in other Authorities)</i> <i>Please add in relevant authority contact numbers</i>	Cheshire West and Chester 0300 123 7047
Allegations against an adult working with children	01270 685904/ 01606 288931 <i>Local Authority Designated Officer (LADO)</i>
Prevent referrals	Tel: 01606 362147
Police <i>(Emergency)</i>	999
Police <i>(Non Emergency)</i>	101