

## Report safeguarding concerns immediately

Complete all the information that is asked for on the Safeguarding Concerns Form, available from the Office and the Staffroom or speak directly to one of the Designated Safeguarding Leads.

Members of the public can report issues of safeguarding 24 hours a day via a phone call directly to Norfolk County Council by calling 0344 800 8020

## Useful telephone numbers and contacts:

School 01603 870328

Mr Kennedy (Lead DSL)  
01603 870328 ext. 1046

Mr Edgar 01603 870328 ext. 1027

Miss Riddett 01603 870328 ext. 1030

Mr Atkins (SEN) 01603 870328 ext. 1110

Police 101

NSPCC/Childline 0800 11 11

Norfolk County Council  
Children's Services 0344 800 8020

[www.norfolk.gov.uk/children-and-families](http://www.norfolk.gov.uk/children-and-families)

## Designated Safeguarding Leads



Mr Croucher  
Headteacher



Mr Kennedy  
Associate  
Assistant Head



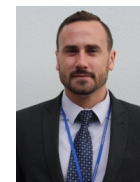
Mr Edgar  
Assistant  
Head



Ms McGunniess  
College Director



Mrs Lovett  
Deputy  
Headteacher



Mr Atkins  
Deputy SENCO



Miss  
Larcombe  
Child in Care  
Advocate/  
LSA



Mrs Semenczuk  
Head of Year 7



Miss Riddett  
Safeguarding  
Officer



Mrs Lane  
DSL/Family  
Support  
Worker



Miss Sutton  
Safeguarding  
Support  
Officer



**Welcome  
to  
Reepham High School  
& College**

**Guide to Safeguarding**

**Please take time to  
read this leaflet**

**Never  
Promise  
Confidentiality**

## Safeguarding

Here at Reepham High School & College, we take very seriously our statutory duty to safeguard and promote the welfare of children.

Safeguarding is the responsibility of all those that work with our pupils. This includes anyone employed at Reepham High School & College, visitors, volunteers and anyone working with our pupils. We require that our Safeguarding and Child Protection policies and procedures are followed.

If you have any concerns about a child or young person, you must share this information immediately with one of the Designated Safeguarding Leads. Their details are on the back of this leaflet. They are also named in the school's safeguarding policies.

All adults that work regularly with our pupils must undertake a Disclosure and Barring Service check before they commence work with pupils.

Visitors will be asked to sign in and to wear a badge identifying them as a visitor. Badges must be returned when visitors leave and sign out.

**Anything**  
that gives you concern for the safety  
of any child must be reported  
immediately to one of the  
**Designated Safeguarding Leads**

## Signs and Symptoms

- Neglect - does the child seem overweight, underweight, regularly unkempt or unfed?
- Sexual Abuse - does the child talk or act in an age inappropriate way?
- Physical Abuse - does the child talk about violence at home or have bruises or injuries?
- Emotional Abuse - does the child describe treatment that could cause emotional harm?
- Radicalisation - does the child show factors of vulnerability to extremist ideologies associated with supporting terrorism or terrorist groups?
- Extremism - does the child display opposition to the British Values (e.g. democracy, rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs)?
- Work produced - has the child said, written or drawn something in their work that gives you a cause for concern?

## Allegations against a member of staff

These allegations should be reported directly to the Lead DSL or Headteacher. Allegations against the Headteacher should be reported to the Chair of Governors or the Local Authority

## Health and Safety

Reepham High School & College is a safe place for our visitors, pupils and staff. Everyone has a responsibility to keep the school a safe place for all. Your actions should maintain a safe environment and should not endanger others in the school, including the pupils.

Please ensure that you follow Health and Safety policies, instructions on the school site and only operate the complex machinery that you have been trained to use.

## First Aid

If you come across an accident, a child who appears to need first aid or who asks for help with a medical condition, please refer immediately to the main school office. The office staff will then take the appropriate action e.g. offer help from a qualified first aider or contact the emergency services.

## Fire Alarm

In the case of a fire alarm, please refer to the School's Emergency Evacuation Map situated in all areas or report to reception.