



Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.



We all have a statutory duty to safeguard and promote the welfare of children, and at our academy we take this responsibility seriously.

If you have any concerns about a child or young person in our academy, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from the Academy office. Please ensure you complete all sections as described.

If you are unable to locate them ask a member of the academy office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation or low-level concern about a member of staff, a child's foster carer or a volunteer should be reported immediately to the Principal. If an allegation is made about the Principal you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Duty Desk on 01603 307797. [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – the line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

The people you should talk to in academy are:
Designated Safeguarding Lead (DSL): Tracey Brookes
Location of office: The Harbour (Bungalow)
Contact Number: 01842 753993 or 07511 244734

Deputy Designated Lead: Victoria Hall or Bella Frary
Location of office: The Harbour (Bungalow) or The Dock
Contact Number: 01842 753993 or 07511 222621

Chair of Governing Body: Emma Culley
Contact Number: 01842 753993

At Raleigh Infant and Admirals Academies we strive to safeguard and promote the welfare of all our children.