



ST JAMES PRIMARY SCHOOL

CHURCH OF ENGLAND (AIDED)

Safeguarding Children at St James CE(A) Primary School and Elstead & Village Sure Start Children's Centre

St James School and the Children's Centre are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

We have a Child Protection Policy and procedures in place which we refer to in our prospectus. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures.
Parents and carers are welcome to read the policy on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

Our Child Protection Liaison Officers (CPLOs) are:

Mrs Ann Tann Headteacher
Jill Beaumont Children's Centre Manager

If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to one of the CPLOs as soon as possible the same day. Do NOT conduct your own investigation.

If your concerns relate to the actions or behaviour of a member of staff, which could suggest that s/he is unsuitable to work with children, then you must report this to one of the CPLOs, in confidence. If the concern is about the Headteacher, you should contact the Chair of Governors.

Ann Tann
September 2012