STAYING PROFESSIONAL

Looking after yourself and children

- Keep **professional boundaries** with children and parents/carers, online and offline. Follow the Staff Code of Conduct and *Guidance for Safer Working Practice* (Feb 2022), which all staff have signed.
- Follow the school's **mobile phone and smart device** policy.
- If you feel your behaviour has fallen short of the school's **adult code of conduct**, it is appropriate to **self-refer to the Headteacher**.
- Sexual relationships with pupils under 18 are **unlawful** (Sexual Offences Act 2003, abuse of position of trust).

WORRIED ABOUT AN ADULT?

Allegation that an adult (staff, supply, volunteer, contractor) may have harmed a child, or could pose a risk: tell the **Headteacher straight away**.

Low-level concern (behaviour that doesn't meet the harms threshold but falls short of the code of conduct): tell the **Headteacher**. "Low level" does not mean unimportant.

If it's about the **Headteacher**: tell the **Chair of Governors**.

Open and transparent culture. Raising a concern about poor or unsafe practice is a duty. Concerns are dealt with promptly and sensitively, and you can ask to stay anonymous where reasonably possible.

WHO TO CONTACT

Useful contacts

Customer Service Centre social care referrals	**0345 045 5203**
Emergency Duty Team out of hours	**01733 234724**
Early Help Hub targeted support	**01480 376666**
Police (Child Abuse Investigation Unit)	**101**
Local Authority Designated Officer (LADO) via Headteacher / DSL	**01223 727967**

Child in immediate danger?
Call **999**, then tell the DSL or a Deputy.

Emails

Education Safeguarding Team
ecps.general@cambridgeshire.gov.uk

LADO
lado@cambridgeshire.gov.uk

Prevent Officer
prevent@cambs.police.uk

Read more

Full policy: on the school website, or ask at the office. All staff should read **Part 1 and Annex A** of *Keeping Children Safe in Education* (Sept 2026).

Bassingbourn Community Primary School
Policy ratified by Governors 24 Sept 2026 · Review Sept 2027

Bassingbourn
Community Primary School

Safeguarding is everyone's responsibility

A quick guide for staff, volunteers and visitors, summarising our Safeguarding and Child Protection Policy (September 2026).

If you're worried about a child, tell the Designated Safeguarding Lead or a Deputy. Don't wait.

Amy Luu · James Mikelson · Saranne Titchmarsh

KNOW WHAT TO DO

If a child tells you something worries you

1. **Listen.** Take it seriously. Children may not know how to tell you, or may not see their experience as harmful.
2. **Reassure.** Let them know they've done the right thing and are not to blame.
3. **Never promise to keep a secret.** Be clear you may need to tell someone to keep them safe.
4. **Pass it on.** Record your concern on **MyConcern** and submit it to the DSL/DDSL immediately.
5. **Record it the same day.** Include what was said, the child's wishes and feelings, and facts, not opinion.

Child at immediate risk?

Go straight to the DSL or a Deputy. Don't stop to log it first. Record it as soon as possible, **the same day**.

Professional curiosity. Notice changes in behaviour, ask gently, and don't assume someone else has already raised it.

Not sure it's "enough"? Tell us anyway. Even small concerns are recorded.

Early help

Any child can benefit from help early. Think about the wider picture in a child's life, and tell the DSL if you think a child and family could use support.

YOUR SAFEGUARDING TEAM

Who's who

Amy Luu	**Designated Safeguarding Lead** Domestic Abuse Lead
James Mikelson	**Deputy DSL** Prevent Lead
Saranne Titchmarsh	**Deputy DSL**
Matthew Bryant	**Online Safety Lead**
Fiona Fletcher	**Safeguarding Governor**

Always available. A DSL or DDSL is available during school hours in term time. If the DSL is away, a nominated Deputy is on duty. The DSL can be reached by phone and email.

Where it's recorded

All concerns go on **MyConcern**, our secure platform. Records are factual, confidential and shared only with those who need to know.

Sharing information

Data protection is never a barrier to keeping a child safe. If you get a **subject access request** from a pupil or parent, pass it to the DSL or Headteacher.

Parents & carers

Families are normally spoken to before another agency is involved, unless that could put a child at risk. Check with the DSL first.

SPOTTING THE SIGNS

What are we looking for?

Physical abuse · Emotional abuse · Sexual abuse · Neglect

Children can be at risk inside and outside school, at home and online. Abuse can come from adults **or other children**.

Also be alert to

- **Child-on-child abuse**: bullying, sexual harassment, sharing nudes. Never dismiss it as "banter" or "growing up".
- **Exploitation**: sexual (CSE) and criminal (CCE, county lines).
- **Radicalisation**: changes in views or behaviour (Prevent duty).
- **Domestic abuse** at home. We receive police updates through **Operation Encompass**.
- **FGM and forced marriage**: teachers must report **known** FGM in under-18s to the police via the DSL.
- **Persistent or unexplained absence**, children who go missing, and children in private fostering (a child living 28+ days with someone who isn't a relative).
- **Substance misuse** by a child or family member.

Children who may be more vulnerable

Children with SEND or health needs, young carers, previously looked-after children, children with a family member in prison, and LGBT children or those questioning their gender.

Behaviour can be challenging *or* withdrawn. Signs may be subtle or absent.