

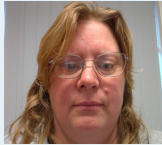
## Contacts

The people you should talk to in school are:

Designated Safeguarding Lead (DSL) :

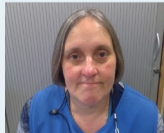
**Deirdre Kane**

**Sam Chapman**



Location of Office: **SLT— Owens room**

Contact Number: **01842 762055**



**Susan Sayer**

**Karen Armes**

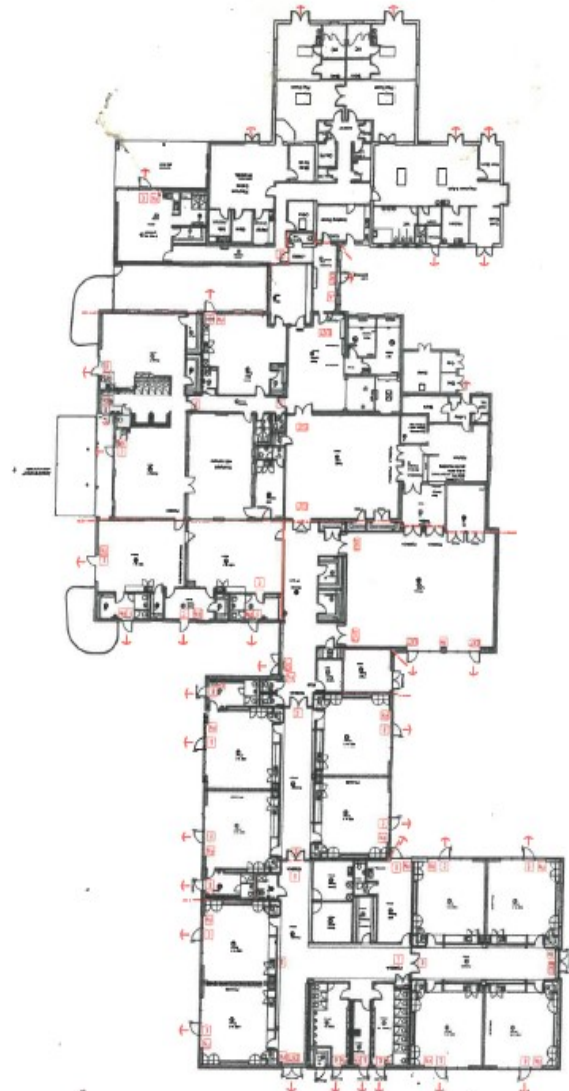
Location of Office: **SLT/Little Pirates Office**

Contact Number: **01842762055**

Chair of Governing Body: **Ann Morgan**

Contact Number: **01842 762055**

*At Drake Primary School and Little Pirates we strive to safeguard and promote the welfare of all our children.*



**FIRE ESCAPE ROUTES OUT OF BUILDING →**

## Drake Primary School & Little Pirates

## SAFEGUARDING

## Quick Guide



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 school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, 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 about hygiene, appearance or behaviour—we would rather you tell 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 in this leaflet 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 staff room. Please ensure you complete all sections as described.**

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



Drake Primary School & Little Pirates  
Fairfields, Thetford  
Norfolk, IP24 1JW  
Phone: (01842) 762055  
E-mail: [office@drake.norfolk.sch.uk](mailto:office@drake.norfolk.sch.uk)  
[littlepirates@drake.norfolk.sch.uk](mailto:littlepirates@drake.norfolk.sch.uk)

Any allegation concerning a member of the staff, a child's foster carer or a volunteer should be reported immediately to the Headteacher. If an allegation is made about the Headteacher you should pass this information to the Chair of 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—line is available from 8.00am to 8.00pm, Monday to Friday or via email: **[help@nspcc.org.uk](mailto:help@nspcc.org.uk)**

**Remember:** If you are concerned about a child in Norfolk and want to speak to someone, contact 0344 800 8020

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