





**HOWARDIAN PRIMARY SCHOOL**  
**SAFEGUARDING/CHILD PROTECTION**  
**KEY INFORMATION**  
**2025-2026**



## OUR SAFEGUARDING TEAM

KEY CONTACTS WITHIN THE SCHOOL	
<p><b>DESIGNATED SENIOR PERSON FOR CHILD PROTECTION (DSP)</b></p> <p><b>NAME:</b> Mrs Sian Burt (Headteacher)</p> <p><b>CONTACT NUMBER:</b> 02920499451 or request mobile number from school office</p>	
<p><b>DEPUTY DESIGNATED SENIOR PERSON FOR CHILD PROTECTION (DDSP)</b></p> <p><b>NAME:</b> Mr David Brind (Deputy Head teacher)</p> <p><b>CONTACT NUMBER:</b> 02920499451 or request mobile number from school office</p>	
<p><b>NOMINATED GOVERNOR FOR CHILD PROTECTION</b></p> <p><b>NAME:</b> Mrs Lisa Evans</p> <p><b>CONTACT NUMBER:</b> (request mobile number from school office) EvansL1824@hwbcymru.net</p>	
<p><b>CHAIR OF GOVERNORS</b></p> <p><b>NAME:</b> Councillor Sue Lent</p> <p><b>CONTACT NUMBER:</b> (request mobile number from school office) Sue.lent@cardiff.gov.uk</p>	

The Wales Child Safeguarding Procedures 2020 identify categories of abuse:

- Neglect
- Physical Injury
- Sexual Abuse
- Emotional Abuse
- Financial abuse

**Abuse or the suspicion of abuse may come to your attention as a result of;**

A disclosure; observation of bruises/burns, etc. for which the explanation given is not plausible; another pupil/parent may give you information; you may observe changes in behaviour that worry you; you may instinctively feel something is wrong; There are neglect issues.

**Reporting Concerns: Members of staff/volunteers/visitors should record any safeguarding concern on *My Concern* (or on a paper Note of Concern Form if they have no access to this system) and hand this to the DSP immediately.**

**Dealing with Disclosures**

**What to do if a child tells you that they are being harmed**

- Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse
- Never make a promise that you will keep what is said confidential or secret – if you are told about abuse you have a responsibility to tell the right people to get something done about it
- Do not ask leading questions that might give your own ideas of what might have happened.

**Immediately inform the DSP Sian Burt (head teacher) or the deputy DSP David Brind (Deputy Head teacher) and do not tell other adults or young people what you have been told**

**Where an allegation is made against the Headteacher you must report this immediately to the Chair of Governors, Sue Lent (*ask for her number via the school office*)**

<b><u>DO</u></b>	<b><u>DO NOT</u></b>
Keep an open mind Reassure the child that they have a right to tell Listen carefully Work at the child's pace Ask only open questions – if you must ask them, clarify the facts, don't interrogate Explain what you need to do next Record accurately and quickly using the child's words Pass on to DSP same day	Promise to keep secret what they are telling you Interrupt Interrogate/investigate Assume e.g. this child tells lies Make suggestions about what is being said Speculate or accuse anyone Show anger, shock etc... Tell the child to go and speak to someone else Forget to record accurately and/or pass on to DSP Confront alleged abuser

- Do not worry that you might be mistaken; you have a responsibility to pass on your concerns following disclosure of abuse. Never think abuse is impossible in your organisation or group, or that an accusation against someone you know well and trust is bound to be wrong.  
We also ask that you ...
- Do not use your mobile phone in the presence of children. Mobile phone usage should be restricted to break and lunch times and in areas where children are not present.
- Do not take photographs of children on personal devices such as mobile phones, cameras or iPads.
- Do not accept friend requests on Facebook or other social media from present or past pupils.
- Do not comment about school, particularly not specific children on personal social media accounts.

**I have read and understand the above and agree to comply with the guidelines:**

Full Name \_\_\_\_\_

Role \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_