

SAFEGUARDING AND CHILD PROTECTION PROCEDURES FOR ALL STAFF AND VISITORS

DESIGNATED STAFF – SEPTEMBER 2026

At Layton Primary school adults know the children, stay curious, are confident to challenge and act with vigilance. We work collaboratively, build respectful and positive relationships and communicate well so that every child and family feels that they matter, are safe, and understand how to keep themselves safe.

				
Sarah Dunn DSL	Jonathan Clucas Deputy DSL	Clare Scott Deputy DSL	Catherine Rollinson Deputy DSL	Steph Owen Deputy DSL

**A MEMBER OF THE TEAM IS ALWAYS AVAILABLE, THEY CAN BE CONTACTED
VIA THE OFFICE (EXT. 200), EMAIL OR MOBILE PHONE.**

Everyone who comes into contact with children has a role to play in identifying concerns, sharing information, and taking prompt action. All professionals should ensure that their approach is child-centered, considering the best interests of the child.

KEEPING CHILDREN SAFE IS EVERYONE'S RESPONSIBILITY

- If whilst working with a child, you become concerned about them in any way, these concerns must be reported immediately. This should be done via our online system, CPOMS. If you do not have access to this system, then you must immediately report the concerns to the DSL or in her absence, a Deputy DSL.
- If a child discloses that he/she is being harmed, listen to what is being said without displaying shock or disbelief and allow the child to talk freely, rather than asking direct questions. **Do not promise confidentiality and explain to the child that you will have to tell another member of staff so that you can help them.**
- If you have safeguarding concerns about another member of staff, these concerns must be reported immediately to the DSL or a member of SLT. Where there are concerns about the headteacher, this should be referred to the Chair of Governors.
- If there is a conflict of interest in reporting a concern regarding another member of staff to the headteacher, this should be reported directly to the Local Authority Designated Officer, Email: lado@blackpool.gov.uk, Tel: (01253) 477558

PLEASE DO NOT LEAVE SCHOOL WITHOUT SHARING A CONCERN.

**Layton Primary School has a Child Protection and Safeguarding Policy
which is available from the office or online.**