



Safeguarding Children at Shottermill Junior School

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a **Child Protection Policy** and comprehensive procedures in place, which can be viewed on our school website. All staff, including supply staff, volunteers and Governors, must ensure that they are aware of and follow these procedures. Parents and carers are welcome to read any of our safeguarding policies online or request paper copies.

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 concerns about children are discussed with parents or carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

Our Designated Safeguarding Leads are:

Mrs Kate Barnes Headteacher Lead DSL	Mrs Joy Wilcox Deputy Headteacher & Year 6 Teacher	Mrs Zoe Jones, SENCO	Mrs Jordan Woods Year 4 Teacher	Mrs Julie Hall Year 4 Teacher	Mrs Katherine Bourne Home School Link Worker
					

Our designated Safeguarding Governor is Mr Jack Robson.

If you are concerned about a child's welfare, please report your concern and any observations or conversations heard, to a DSL as soon as possible on the same day. **Do not** conduct your own investigation. You must also remember to treat this information confidentially.

You can also share a concern outside of school hours by using our dedicated and confidential DSL email address: dsl@shottermill-jun.surrey.sch.uk

If your concerns relate to the actions or behaviour of a member of staff (or other adult who works with children) you should report this to the Headteacher. Concerns regarding the Headteacher should be reported to the Chair of Governors, Mrs Beth Niven.

All adults who may have unsupervised access to children in school will undergo the relevant Disclosure and Barring Service checks to ensure their suitability to work with children. They will also receive regular Safeguarding Training in line with current updates and must read **Part 1** and **Annex B** of the document '**Keeping Children Safe in Education**'. Copies of all relevant Safeguarding documentation are available in our Staff Room.

September 2026