

Managing Allegations Against Members of Staff

In the exceptional circumstance you may have concerns about the conduct of a colleague.

- If it is a member of staff it is vital that you inform the Headteacher immediately,
- If it is the Headteacher you must share your concerns with Mrs Victoria Bradley, Chair of the Governing Body, her email is cofg@marwood.n-yorks.sch.uk
- All allegations against staff will be referred to the Local Authority Designated Officer (LADO) who will coordinate any further action.

Tel: 01642 722389

Marwood C of E Infant School

Low Green

Great Ayton

North Yorkshire

TS9 6NN

<http://www.marwoodschoo.org/>

Safeguarding Team



Mrs Dorothy Walton

**Designated
Safeguarding Lead**

Headteacher

headteacher@marwood.n-yorks.sch.uk



Mrs Kelly Spenceley

**Deputy Designated
Safeguarding Lead**

Year 1 teacher

kellyspenceley@marwood.n-yorks.sch.uk



Mrs Emma Anderson

**Deputy Designated
Safeguarding Lead**

Reception teacher

emmaanderson@marwood.n-yorks.sch.uk

Dr Jonathan Grimbley

**Designated
Safeguarding
Governor**

**Safeguarding
and
Child
Protection
at**

**Marwood
Church of
England
Infant School**



Keeping Children Safe

All staff and visitors have a responsibility to help identify children and young people who are at risk of significant harm and in need of protection.

If you identify such a concern you must report it immediately to a member of the Safeguarding Team.

General Advice for all adults on the school site:

- Always follow the school's ID security procedures as appropriate.
- Familiarise yourself with emergency evacuation routes and assembly points
- Avoid being alone with a child in any situation as you may both be vulnerable
- Avoid physical contact with children unless absolutely necessary when a child is injured and there is an emergency

If a child makes a disclosure to you:

- Always take seriously what a child may have to say
- Listen but DO NOT investigate further
- Report as soon as possible to Mrs Walton or Mrs Spenceley.
- Try to record, in written form, word for word what the child disclosed using our standard form
- Record the date and time of the disclosure and sign your report
- Be mindful that your report could be used as evidence