



Keeping our Children Safe

We all have a statutory duty to “safeguard and promote the welfare of children”.

If you have any concerns about the health and safety of a child at this education setting or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

Some issues e.g. a child’s appearance, hygiene, general behaviour, can be shared with any teacher or member of support staff in this setting who will record the information and bring it to the staff listed below. Do not worry that you may be reporting small matters – we would rather that you tell us things which turn out to be small than miss a worrying situation or a missing piece of a jigsaw.

However, if you think the matter is very serious and may be related to a child protection concern, e.g. physical, sexual, emotional abuse or neglect, you must talk to one of the people below immediately. If you are unable to contact them you can ask the school office staff to find them and ask them to speak to you straight away about a confidential and urgent matter.

The people you should talk to at this setting are:



The Designated Safeguarding for School and Pre-school Lead/Headteacher

Name: Marcus Faulkner

His office is located next to the school office and opposite the hall

Their telephone no is 01296 488331 or if dialling internally Ext 208



The Deputy Designated Safeguarding Lead for the School and Deputy Headteacher

Name: Emma Wixted

Her office is located next to the school office and opposite the hall

Their telephone no is 01296 488331 or if dialling internally Ext 208



The Deputy Designated Safeguarding Lead for the Pre-School

Name: Shahara Taylor

Shahara can be found in the pre-school setting

Their telephone no is 01296 488331 or if dialling internally Ext 211



The Deputy Designated Safeguarding Lead for the School, Learning Mentor and Attendance Officer

Name: Sue Roberts

Her office is located next to the head’s office and the first aid room.

Their telephone no is 01296 488331 or if dialling internally Ext 202

The following staff are also trained to deal with all safeguarding concerns:



Jane McGiff
Pre-school Leader



Angela Mackay
Chair of Governors

Any allegation or disclosure involving someone who works with children in a paid or voluntary capacity must be reported directly to the Head Teacher or Designated Safeguarding Lead, unless it involves them and then it should be reported directly to the Chair of the Governing Body or directly to the Local Authority Designated Safeguarding Officer (LADO 01296 382732).

Head Teacher / Senior Manager: responsible for implementing policies & procedures, allocating resources to the safeguarding team & addressing staff safeguarding concerns.

Name: Marcus Faulkner Tel no: Extension 208

Designated Safeguarding Lead (DSL) a senior member of the leadership team, responsible for dealing with safeguarding issues, providing advice and support to other staff, liaising with the local authority, and working with other agencies.

Name: Marcus Faulkner Tel no: Extension 208

Deputy Designated Safeguarding Lead (DSL) – Primary School a member of the teaching, support or pastoral staff, in a post which requires assessment of children, with sufficient status & authority to effectively deputise for the DSL role above. Cannot be an administrative or finance worker.

Name: Emma Wixted Tel no: Extension 208

Deputy Designated Safeguarding Lead (DSL) – Pre-School a member of the teaching, support or pastoral staff, in a post which requires assessment of children, with sufficient status & authority to effectively deputise for the DSL role above. Cannot be an administrative or finance worker.

Name: Shahara Taylor Tel no: Extension 230

Special Educational Needs Coordinator (SENCo): staff member who provides advice, liaison & support for school staff and other agencies working with pupils with special education needs and their parents or carers.

Name: Hannah Scrimshaw Tel no: Extension 210

Deputy Designated Safeguarding Lead, Learning Mentor and Attendance Officer: addresses difficulties preventing a child from reaching their full potential e.g. behaviour, attendance, achievement, timekeeping, homework, safeguarding issues, and develops strategies to overcome these barriers.

Name: Sue Roberts Tel no: Extension 202

Looked After Children (LAC) Designated Teacher: promotes the educational achievement of 'looked after' children who are on the school role, and helps staff understand issues that affect how they learn and achieve.

Name: Emma Wixted Tel no: Extension 208

E-safety Coordinator: to develop and maintain an e-safe culture within a school.

Name: Marcus Faulkner Tel no: Extension 208

Your Safeguarding Children Team also links in with the:

Safeguarding/Child Protection Governor: ensures there are appropriate safeguarding children policies and procedures in place, monitors whether they are followed and, together with the rest of the governing body, remedies deficiencies and weaknesses that are identified.

Name: Siew-Yen Tew Email: siew-yen.tew@BCSGLT.co.uk

Chair of Governors: takes the lead in dealing with allegations of abuse made against the Head Teacher (and other members of staff when the Head Teacher is not available), in liaison with the Local Authority; and on safe recruitment practices with the Head Teacher.

Name: Angela Mackay Email: angela.mackay@BCSGLT.co.uk

FIRST RESPONSE: First Response is a single point of contact for Bucks Children's Social Care

Phone: 01296383962 Out of hours: 0800 9997677 Email: cypfirstresponse@buckscc.gov.uk

Safeguarding in Education team: The team is a single point of contact for schools who have concerns regarding safeguarding and who may need to contact the LADO when concerned about staff conduct.

Phone: 01296 383703/01296 382912