



**Mrs Kathryn Catherwood**  
Head of School

Designated Weston Mill Academy  
Safeguarding Lead



**Mrs R Gleed**  
Assistant Head of School

Deputy Designated Weston Mill  
Academy Safeguarding Lead



**Mrs C O'Brien**  
Assistant Head of School

Deputy Designated Weston Mill  
Academy Safeguarding Lead

In the event of Weston Mill staff being unavailable, please contact...



**Mrs A Nettleship**  
Chief Executive Officer

Designated Discovery Multi Academy  
Trust Lead for Safeguarding



**Mrs L Cooper-Smith**  
Trust Inclusion Lead

Designated Discovery Multi Academy  
Trust Lead for Safeguarding

**SAFEGUARDING**  
**CHILDREN IN WESTON MILL PRIMARY ACADEMY**

Our school community has a duty to safeguard and promote the welfare of children, who are our pupils. This means that we have a Safeguarding Policy and Child Protection Policy with procedures in place, which we refer to on our school website and prospectus. All staff, including volunteers and supply staff must ensure that they are aware of our procedures. Parents and carers are welcome to read these on request.

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 endeavour to ensure that our concerns about our pupils are discussed with their parents/carers first, unless we have reason to believe that this is not in the child's best interests.

**Plymouth's Gateway for advice and assessment – 01752 668000**

**Details of Plymouth's Safeguarding Children Board can be found on [plymouthscb.co.uk](http://plymouthscb.co.uk)**

**When a child wants to talk to you about something that they are worried about...**



- Allow the child to do the talking.
- Listen carefully and encouragingly.
- Remain calm and supportive.
- Allow the child to finish.
- Explain that you have to tell someone.
- Make notes at earliest opportunity.
- Use the child's own words where possible.
- Refer to the Designated safeguarding Lead (DSL) immediately after disclosure.
- Always write up a full report onto Behaviour Watch – under CP



- Do not postpone or delay the opportunity to listen to a child in need.
- Do not ask leading questions.
- Do not allow your feelings, such as anger, pity or shock to the surface.
- Do not make promises of secrecy.
- Do not discuss with anyone other than the Designated Safeguarding Leads.
- Do not interpret what you have discussed – just record if factually.
- Do not make any physical contact.
- Do not delay in informing the Designated Safeguarding Lead, call duty staff if required
- Do not examine the child.