



## **Safeguarding and Child Protection for Visitors, Volunteers and Students**

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously. Therefore please read this information carefully and ensure you are aware of your responsibilities whilst in our school and the support available to you.

If you have any concerns about a child or young person in our school, you must share this information **immediately** with our Designated Safeguarding Lead (DSL) or one of the alternate post holders. See the list below.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

**If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete can be obtained from the school office or a DSL. Please ensure you complete all sections as described.**

**If you are unable to locate them ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.**

Any allegation concerning a member of staff or a volunteer should be reported immediately to the Headteacher. If an allegation is made about the Headteacher you should pass this information to the School Development Leader (SDL) - Safeguarding. Alternatively, you can contact the Local Authority Designated Officer (LADO) **Helen Curtis** on 020 8708 5350/07903 211521. NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8.00am to 8.00pm Monday to Friday or via email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

The people you should talk to in school are:

Designated Safeguarding Lead (DSL): Mr Gulam Abbas Hussain (Headteacher)  
Location of Office: Headteachers office, First Floor above the school office.  
Contact Number: 07957777786.

Alternate Post Holders:

Designated Safeguarding Lead (DSL): Ms Hanila Ali Syed (Deputy Head)  
Location of Office: Headteachers office, First Floor above the school office.  
Contact Number: 07759879040

Designated Safeguarding Lead (DSL): Ms Farhana Begum (Senior Lead Teacher)  
Location of Office: Year 4 Classroom, First Floor above the school office.  
Contact Number: 07521660643

School Development Leader (DSL) -Safeguarding: Dr Kiran Rahim  
Contact Number: Via the school office.

**At Read Academy we strive to safeguard and promote the welfare of all our children.**

**We believe that safeguarding is everyone's responsibility and expect all visitors, volunteers, students, staff, governors (SDL's) to support this.**