

Outwood Primary Academy Lofthouse Gate

Safeguarding induction sheet

Information for all colleagues and visitors

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children, their families and carers has a role to play in safeguarding children.

If you have any concerns about the health, safety or wellbeing of a child at the academy, or feel that something may be troubling them, you should share this information with one of the **Designated Safeguarding Officers** listed below as soon as possible.






Please do not worry that you are reporting small matters. We would rather you tell us, even if the matter turns out to be nothing, than miss a worrying situation which may escalate into a larger issue.

Some issues for example, a child's appearance, hygiene, eating habits and general behaviour, can be shared with any teacher or member of the support staff in the academy.

However, if you think the matter is very serious and may be related to a child protection concern, for example physical, sexual, emotional abuse or neglect you must talk to one of the designated safeguarding officers immediately.

In order to contact one of the officers, please ask at the school office.

Designated Safeguarding Officers – Outwood Primary Academy Lofthouse Gate
Telephone number 01924 821160

	Mrs J D Savage Principal principal@lofthousegate.outwood.com
	Mr P Foster Vice Principal P.Foster@lofthousegate.outwood.com
	Mrs L Pugh Safeguarding & Attendance officer L.Pugh@lofthousegate.outwood.com
	Mrs L Winterburn SENCO L.Winterburn@lofthousegate.outwood.com
	Mr I Sagoo Learning Manager I.Sagoo@lofthousegate.outwood.com