



## Safeguarding children at Cwrt Henri, Ffairfach and Talley Federation



Instructions to all permanent staff, temporary/ peripatetic teachers within the school:

1. Read and instruct with an overview of school policies on safeguarding– please see on teams or on paper in the office.
2. Recognise the members of staff/ governors that are responsible for the safety of the children:

**Headteacher:** Sian Davies (Main responsibility)

**In the absence of the head teacher:**

Lisa Williams ( Cwrt Henri)

Alison Morgan ( Ffairfach)

Alana Walker ( Talley)

**Chair of the governors and child protection officer:**

Mrs J Cornock-Thomas

**Safeguarding contacts** – 01554742322 / [CRTChildren@carmarthenshire.gov.uk](mailto:CRTChildren@carmarthenshire.gov.uk)

What you should do if you are concerned about a child's safety and wellbeing?

1. Share the concern with the head teacher if possible.
2. Share with deputy safeguarding officers in the absence of the head teacher.
3. Record the concern/ evidence on Safeguarding platform. If you do not have access please inform the Head teacher or Assistant Head
4. Private minutes should not be kept in children's general files. All documents should be uploaded on the safeguarding platform.
5. With a discussion with one of the above or the Carmarthenshire office, start the process of a referral to the Social Services. There are official sheets available in the safety file in the head teacher's office and in the safety folder on Teams. ( this will be completed by the Safeguarding or deputy safeguarding officer)
6. Try to keep any information about safeguarding matters private – on a need to know basis.
7. You must be very clear for the referral about safety reasons–use an assessment triangle to confirm and confirm this with a safety officer.

If there is an complaint against the head teacher, you must refer straight to the chair of governors, Mrs. J Cornock-Thomas

8. If there is a case against a member of staff, you shouldn't share it with the member in question– follow the right routes.

