INTRODUCTION

We all have a statutory duty to safeguard and promote the welfare of children, and at Tas Valley Federation, we take this responsibility seriously.

If you have any concerns about a child in our schools, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the Alternative DSLs.

Keeping Students Safe

Only adults who have been correctly vetted will have unsupervised access to students. All adults who work regularly with our young people must undertake an Enhanced Disclosure and Barring Service check, which must be completed before commencing working with our young people.

Adults visiting the site for meetings must sign in and out at the School Office. All staff, governors and visitors should wear a lanyard and ID badge. Any unidentified adult within the schools should be reported immediately.

For updated information on safeguarding children in Norfolk visit:

www.norfolklscb.org

SAFEGUARDING

First Aid

If you encounter a child with any medical concerns, or who seems ill, they should be referred to the School Office where a qualified first aider can assess them.

Health and Safety

The schools are regularly audited to ensure that facilities are safe for young people. However, you have a responsibility to ensure that your actions do not endanger students in our schools. Please ensure that you follow all instructions whilst on the school sites. Do not operate machinery for which you are not trained.

Educational visits

The Federation operates under the Norfolk County Council Health and Welfare system for approving educational visits. Full details can be obtained from the school office.

Tasburgh CE VC Primary School
Henry Preston Road
Tasburgh
Norwich
NR15 1NU
Phone: 01508 470454
E-mail: officetasburgh@tasvalley.org.uk

Saxlingham Nethergate CE VC Primary School
Church Hill
Saxlingham Nethergate
Norwich
NR15 1TD
Phone: 01508 499271
E-mail: officesaxlingham@tasvalley.org.uk

Safeguarding & Child Protection Policy

Please ask to see our policy if you require more information. The policy is also available on our website:

https://tasvalley.org.uk

Tasburgh C of E Primary School

September 2026

Who's who?

The Designated Safeguarding Leads (DSL) are:

Role	Name	Working Days	Based at:
DSL	Matt Walker	Mon-Fri	Tasburgh & Saxlingham
Alternative DSL	Jo Firman	Mon-Thurs	Tasburgh
Alternative DSL	Rachael Farley	Tues-Fri	Tasburgh
Alternative DSL	Zoe Ladbrooke	Mon, Tues, Thurs & Fri	Tasburgh & Saxlingham
Alternative DSL	Vicky Allison	Mon, Tues, Thurs & Fri	Tasburgh
Alternative DSL	Laura Knight	Mon-Fri	Saxlingham
Alternative DSL	Claire Smith	Mon-Fri	Saxlingham

If you have any concerns about a young person you meet within the Tas Valley Federation Schools, you should immediately report these to a member of staff. If you feel a young person is at risk, or is the subject of abuse, you should contact one of the DSLs.

What should you report?

- Does the child seem to be unfed or unkempt?
- Does the child seem to be bruised or have injuries?
- Does the child talk inappropriately about violence (e.g. at home)?
- Does the child act in an inappropriate manner, relating to sexual matters, for their age?
- Does the parent talk about violence in the home?

This list is not exhaustive — please report anything that gives you cause for concern.

Any allegation or low-level concern about a member of staff, a parent/carer or a volunteer should be reported immediately to the Executive Headteacher. If an allegation is made about the Executive Headteacher you should pass this information to the Chair of Governors. Alternatively, you can contact the Local Authority Duty Desk on 01603 307797.

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 – the line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

What if the child wants to tell me something?

If a child begins to tell you about something that is happening to them, you should:

- Tell them that you want to make sure they are safe.
- Tell them that you will have to pass on what they tell you to help keep them safe.
- Listen carefully and try not to ask any leading questions.
- Inform a Designated Safeguarding Lead immediately. Staff members should complete an online form using CPOMS.

To make a disclosure, or complete a record of a behaviour incident or contact with parents or professionals, please go to:
https://saxlingham.cpoms.net/
or
https://prestoncevc.cpoms.net/
Use your CPOMS login to complete the online form and share the information with the DSLs and/or other relevant staff members.

REMEMBER

NEVER PROMISE TO KEEP A SECRET. ALWAYS PASS ON THE INFORMATION IMMEDIATELY to the DSL and ensure they receive any concerns in writing.