



# Godalming Junior School

## Safeguarding Children at School

Godalming Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a Child Protection and Safeguarding Policy and procedures in place, to which we refer in our online prospectus. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read the Policy 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 ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

**Our Designated Safeguard Lead, Attendance Lead and Operation Encompass Key Adult is:**  
**Adam Samson - Headteacher**



**Our Deputy Designated Safeguard Leads are:**  
**Erin Coleman\* - Deputy Headteacher**  
**Andrea Crook\*\* - Home School Link Worker**  
**Kate Wilkinson - SENCO**  
**Louise Munz - Bursar**



**Eleanor MacIntyre - Safeguarding Governor**



If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to one of the DSL's as soon as possible the same day. Do NOT conduct your own investigation.

If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to the DSL or one of the DDSL's in confidence, who will refer the matter to the Headteacher (or the Chair of Governors John Warren - [jwarren@godalming-junior.surrey.sch.uk](mailto:jwarren@godalming-junior.surrey.sch.uk) if the concern relates to the Headteacher) who will consider what action to take.

**Adam Samson**  
**Headteacher**

\*Deputy Operation Encompass Lead

\*\*Deputy Operation Encompass Lead and Deputy Attendance Lead