









## Safeguarding & Child Protection is taken very seriously at CTS and it is the responsibility of **everyone**.

All staff and visitors alike have a responsibility for safeguarding our pupils. To ensure this we ask the following:

-  **Switch off** your mobile phone/device and store it in your bag.
-  In the event you do need to use your mobile phone or camera enabled device, you may do so in the school office or staff room.
-  Do **not** take pictures, videos or sound recordings of any pupils unless you have sought permission from the school.
-  If you are working with a child, please do so in a space that is open, or have an open door or be visible by others through a window.
-  If you have a concern about another adult in school, please ask to speak to Mel Nugent – Headteacher and DSL
-  Always share concerns with school staff, no matter how small they may appear.
-  If a child says something to you that you think could be a safeguarding concern, act as above, and if possible, write down what was said immediately. Listen to the child, do not question them or promise them that it will remain confidential between the two of you.
-  If you have a concern about a child please pass this on to the child's class teacher, who will then follow our safeguarding procedures. If they are not available, please speak with one of our Designated Safeguarding Officers – Mandy Robertson, Mel Nugent or Saeeda Wilson-Andoh

### Our Safeguarding Team at CTS

Mandy Robertson DSL and  
Pastoral and Wellbeing  
Leader



Mel Nugent Deputy DSL  
and HT



Saeeda Wilson-Andoh  
Deputy DSL and DHT

