



Cambridge Tamil School

Safeguarding Policy

Version 1.1

*Reviewed by Cambridge Tamil School Teachers 2025-2026 on May 2025
Due for Review in Sep 2026*

Cambridge Tamil school respects and values the wellbeing of all our students and is committed to providing a caring environment for all our pupils so they can learn in a relaxed and secure environment. Our Ethos is to treat pupils with respect and dignity, taught to treat each other with respect, feel safe, have a voice and are listened to.

The aim of this policy is to promote good practise to

- Provide children with appropriate safety whilst in the care of Cambridge Tamil School.
- Teachers/volunteers/Staff have a duty to safeguard children.
- Implementing safeguarding policies.
- Raise awareness amongst Teachers/volunteers/Staff to identify abuse and follow appropriate procedures.
- Policy to be reviewed **yearly**.

Duties of Designated Safeguarding Lead:

The designated safeguarding lead is:

Name: Ramya Sri Murugesan

Tel: 07738946196

The second(deputy) safeguarding lead is:

Name: Sowmya Santosh Rajan

Tel:7587318378

- Information display: Name of DSL and information about their duties should be displayed in school, so that everyone (parents/cares/students) is aware of who to raise concerns to.

- In absence of DSL , a deputy should be identified.
- Ensuring that the policy is implemented throughout the school.
- All necessary enquiries, procedures and investigations relating to child protection are carried out.
- Reporting appropriate inquiries and preserving 'need to know' level of confidentiality and access to secure records.
- Ensuring there is adequate induction and training is arranged for volunteers/staff/teachers.

Recruitment of Teachers/Volunteers and Staff:

- The volunteers must be interviewed by the Cambridge Tamil School
- All volunteers should have a valid DBS check. This should be renewed every three years
 - Occasionally volunteers without DBS check will be allowed for work for 3 weeks (3 school days); volunteers who plan to work more often are required to obtain a DBS check
- Go through adequate training for safeguarding children.

References:

[Working together to safeguard children 2023](#)

[Keeping children safe in education 2023](#)

Cambridgeshire Local Area Designated Officer:

<https://www.cambridgeshire.gov.uk/council/contact-us/report-allegations-about-a-practitioner-or-volunteer>

<https://www.safeguardingcambspeterborough.org.uk/children-board/>

<https://www.cambridgeshire.gov.uk/residents/children-and-families/children-s-social-care/safeguarding-children-and-child-protection>

Annex A

Guidance to Teachers, volunteers and members of Cambridge Tamil School on safeguarding children

Teachers/Staff/Volunteers should always keep in mind that their actions and attitudes towards our students and Parents should reflect the ethos of Cambridge Tamil School.

Below are some recommendations to pastor the children's care in school:

Good Practice:

- Treat all children equally, with respect and dignity.
- A register must be kept of all children attending the school.
- Maintain a safe and appropriate distance with children.
- Record any unusual event on accident/incident.
- Involve Parents/Carers/Chaperons where needed (eg : supervision of children enroute to toilets
- Recognize the developmental needs and capacity of each child.

Try avoiding these unless there is an emergency (Poor practices):

- Leaving one or several children under the sole supervision of a person with no valid DBS
- Allow or engage in any form of inappropriate behaviours with children
- Allowing use of inappropriate language with and amongst children

If any of the following occur you should report this immediately to the safeguarding leader of Cambridge Tamil school.

- If you accidentally injured or caused discomfort to a child
- If child seems to be distressed in any form

Annex B

How to Record concerns

This form should be used as a means of accurately recording the details about concern brought to attention;

Who can record:

Either the volunteer/staff/teacher raising a concern or the Designated Safeguarding leader can complete this form.

Recommendations

- Record the facts; avoid subjective opinions nor should it be speculative

Information must include the following:

- Name of person logging the details
- Date and Time
- Name of the Child
- Age of the Child
- Nature of complaint or allegations
- Name of the person whom the complaint or allegation is made
- Relationship of that person to the complainant
- What questions did you ask
- What did the child/adult say
- Any Witnesses
- Date of referral to DSL

Version History

Version	Published Date	Written by	Reviewed by
1.0	24 March 2024	Ramya Sri Murugesan	CTS Teachers 2023-2024
1.1	24 Nov 2025	Ramya Sri Murugesan	Praveen, Sowmya, Subhashini, Chandrakala [Safeguarding trained teachers]