



Staff may not destroy any school documentation, including pupil records or books, without first informing the EHT / HoS.

All documents must be stored appropriately to ensure confidentiality. This also includes Test Papers. When children's tests are no longer required, the front cover, containing a child's name and results, must be shredded to ensure anonymity. The Test Papers themselves must then be destroyed appropriately.

CHILD PROTECTION / PUPILS AT RISK

All Staff are asked to be constantly alert for any signs of abuse to pupils. If suspicions are aroused by signs of injuries of any kind, neglect, undue emotional disturbance or unusual behaviour, please refer the matter to the Headteacher immediately, who will then inform the School's Child Protection Officer. **A DELAY IN RESPONDING COULD BE COSTLY**
Mr Neil Morris is the school's Child Protection Officer. Staff will receive Training in Child Protection each year.