



St. Antony's Catholic Primary School



Safeguarding Procedures

WHO IS RESPONSIBLE FOR CHILD PROTECTION AT OUR SCHOOL?

As a school family we all have a duty of care to our children: parents, teachers, carers,

WHAT SCHOOL MUST DO

Disclosure of abuse by a child:

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able to stay calm and controlled.

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Allow the child to talk freely, listen rather than ask direct questions.
- Re-assure the child, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order that you can help them.
- Do not interrogate the child or ask leading questions.
- Re-assure the child that it is not their fault.
- Stress that it was right to tell.
- Make them aware that their disclosure will be reported only to those that need to know and can help.
- Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to the Designated Safeguarding Lead to enable the matter to be dealt with in the most appropriate way.
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

It is important to remember the children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.

DBS certificates

- All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

Volunteers / Visitors Responsibility

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At St Antony's Catholic Primary we all have a duty to safeguard and promote the welfare of our children.

IDENTITY BADGES

All visitors within St Antony's Catholic Primary must either wear their visitors badge received from Reception or their agency / school's identity badge. Any adults without a badge will be challenged.

Please follow our Golden Rules:

- I will respect everybody and everything at all times
- I will keep myself and others safe at all times
- I will follow instructions immediately at all times
- I will do my best at all times

**By following these rules...
'We learn together in God's love'**

ALLEGATIONS

- Any allegations should be reported to the Headteacher.
- If the concerns are about the Headteacher please inform the Chair of Governors.

WHAT SHOULD PARENTS DO?

Parents are the most important people to keep their children safe. You should always :

- Feel confident to raise concerns about your child.
- Talk to school if you need help or support.
- Read the school policies about safety issues
- Let the school know if your child has a medical condition
- Let the school know if you have any court orders relating to the safety of your child
- Let the school know if there is a change in your circumstances such as a house move, a new contact number, a change of name, a change of parental responsibility
- Who will be dropping off or collecting your child and two other emergency contact. You must inform the school of any changes to agreed arrangements.
- Let the school know if your child is going to be absent and the reasons why.

WHO DO WE REFER TO?

- **Designated Child Protection Lead - Shelly Ann Clunis (Assistant Headteacher/SENCo)**
- **Designated Child Protection Officer- Angela Moore (Headteacher)**
- **Designated Child Protection Officer- Lutfa Choudhury (Assistant Headteacher)**
- **Designated Child Protection Link Governors for Safeguarding- Klye Thomas, Ejekeme Uzoalor , Jacqui Morgan**

