

SAFE WORKING WITHIN ST THERESA'S CATHOLIC PRIMARY SCHOOL

- **Do not** use Mobile phones in class-rooms or around children.
- Provide a good example by being respectful, fair and considerate to all.
- Treat all children equally-never build a 'special relationship' or favour a particular child above others.
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others.
- Do not photograph children on personal devices , exchange e-mails, text messages and phone numbers or give out your own personal details.
- Do not receive or give gifts unless arranged by the school.
- Only touch children for professional reasons and when necessary for a child's well-being and safety.

ALLEGATIONS

- Any allegations regarding a member of staff should be reported immediately to the Headteacher.
- If the concerns are about the Headteacher please inform the Chair of Governors, Fr Phil Swanson.

All staff at St Theresa's are fully committed to safeguarding and meeting the needs of all our children.



Designated Safeguarding Lead **Deputy Safeguarding Lead**

Vicky Tatlock—Pastoral Lead **Sara Johnson— Headteacher**



Deputy Safeguarding Lead

Mrs Lianne Rankin—Deputy Headteacher

The St Theresa's School Governor with responsibility for safeguarding is **Fr Phil Swanson**

The Chair of Governors at St Theresa's is

Fr Phil Swanson

Safeguarding and promoting the welfare of children is **everyone's** responsibility, whether they work or volunteer in the school. **Everyone** has a role to play in child protection and safeguarding.

Always report a concern **immediately** to the Designated Safeguarding Lead or a Deputy Safeguarding Lead.

St Theresa's Catholic Primary School

SAFEGUARDING PROCEDURES



St Theresa's Catholic Primary School

Cannon Street

St Helens

Merseyside

WA9 4XU

www.sttherescatholicprimary.com

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 don't make any promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell the designated safeguarding lead 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 as soon as possible on CPOMS (if you have access), including wherever possible the exact words or phrases used by the child. If recording your concerns on paper sign and date the record. Report your concerns and give your written record to the Designated Safeguarding Lead/ Deputy Lead to enable the matter to be dealt with in the most appropriate way.
- Be aware of your own feelings about abuse and speak to a member of SLT about your feelings 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.

Sign in System

All visitors must use the sign in system at reception and wear the identity sticker provided. Any adults without an identity sticker will be challenged.

WORRIED ABOUT A CHILD

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, education, attainment and emotional well-being. Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be symptoms of a hidden disability, undiagnosed medical condition or changes in medication.

If whilst working with a child you are worried about:

- A comment made by the child
- Marks or bruises on a child
- Changes in a child's behaviour

Please report these concerns to the class teacher, who if they feel that it is appropriate, will pass the information onto the school's Designated Safeguarding Lead.

DBS Certificates

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service 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 responsible person to question your motivation and intention. At St Theresa's Catholic Primary School we all have a duty to safeguard and promote the welfare of our children.

Please follow our Code of Behaviour

- Treat everyone with respect.
- Provide an example you would wish others to follow.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Plan activities so that they may involve more than one person or at least are in sight or hearing of others.
- Respect a child's right to personal privacy.
- Act as an appropriate role model.
- Do not jump to conclusions without checking the facts.
- Do not permit abusive activities e.g. bullying, ridiculing.
- Do not play physical contact games, make inappropriate comments or have inappropriate banter with children.
- Do not make suggestive remarks, gestures or tell sexist or homophobic jokes.
- It is best not to do anything for a child that he/ she can do for themselves.
- Always tell the safeguarding lead or deputy if a child touches you or speaks to you inappropriately
- If you are concerned about the conduct of a staff member report it to the Head Teacher, or in their absence, the Deputy Head Teacher