

Designated Safeguarding Leads



Mrs J Stevens
DSL & Deputy



Miss E Simmons
DDSL & Headteacher



Mr A Edwards
DDSL & Deputy



Mrs Hury
DDSL



Mrs Monaghan
DDSL



Mrs Tipney
DDSL & SENDCO

Recognising concerns and dealing with disclosures

Child abuse can happen to any child, regardless of elements such as gender, culture, religion, social background, ability or disability.

If you notice any concerning behaviour, or overhear a concerning conversation, please report to one of the Designated Safeguarding Leads who will take appropriate action.

If a child discloses they might be subject to abuse:

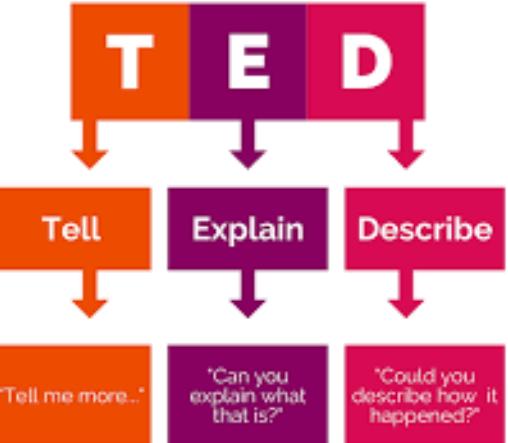
- React calmly.
- Listen carefully to the child.
- Do not promise confidentiality. Explain that you must pass on information to ensure their safety.
- Do not ask leading questions. Instead use professional curiosity and sentence stems from TED (see image).
- Reassure the child that they have done the right thing.

Concerns regarding a staff member

If you have a concern about a member of staff, please report this directly to the Headteacher, Miss Simmons.

Remember... if in doubt... ask

Please do not leave school without telling someone. Even something which may seem small or insignificant can form part of a larger picture.



Fire/Emergency Procedures

Any person discovering a fire must operate the nearest fire alarm and dial 999.

On hearing the fire alarm:

- When in class the order to evacuate will be given by the class teacher or teaching assistant.
- When not in class, please follow the Fire Exit signs to the nearest exit.
- If working with a group of children outside the classroom, escort them to the nearest fire exit and find their class at the assembly point.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.

Assembly point: Junior Playground

Safeguarding Procedures

If you have a safeguarding concern about a pupil, please report this to one of the Designated Safeguarding Leads (see images overleaf).

If working with pupils, if possible, ask a member of school staff to supervise them so you are able to report this as soon as you can.

Before you leave the premises, please ensure one of the Designated Safeguarding Leads has a clear record of your concerns.

See overleaf for more information about noticing concerns and dealing with disclosures.

A copy of the school's Safeguarding Policy can be found in the staffroom and also on the school's website.

**Safeguarding is
everyone's
responsibility**

Visitor Procedures

- All visitors must sign in at the main office and provide an up-to-date DBS and photo ID.
- In the absence of a DBS, the visitor must be escorted by a member of staff at all times.
- Visitor badges must be worn at all times whilst on the school site.
- All visitors must sign out at the main office and return their visitor pass.

Personal devices

The use of personal devices such as mobile phones is not permitted when in the presence of pupils, unless there is an emergency.

Photographs

Photographs are not to be taken unless by prior agreement.

Conduct

When visiting our school, please uphold our high standards of professional conduct. We are role models to our pupils and treat all staff and pupils with respect and dignity.

Online safety

Please report any concerns regarding pupils' online safety to a member of staff.

St Anthony's Catholic Primary School



Safeguarding Information Leaflet for School Visitors

At St Anthony's, all staff and Governors fully recognise that they have a duty to ensure the safety and wellbeing of all pupils and families.

We work collaboratively with a number of agencies, following the guidance in the latest Keeping Children Safe in Education document.

We ask that all visitors to school read the information in this leaflet to ensure they are aware of school's safeguarding procedures.

Contact Information

office@st-anthonys.net

0161 437 3029