

## CONTACTS

***Headteacher:***

**Mrs Williams**

***Senior Designated Person for  
Safeguarding Children (SDP):***

**Mrs Williams**

***Deputy SDP:***

**Mrs Ashurst**

***Governor with Safeguarding  
responsibility:***

**Fr Paul Grady**

***Chair of Governors:***

**Mr Roach**

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please see the school's Senior Designated Person, Mrs Williams (Headteacher) if you are unclear about anything and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this immediately to Mrs Williams, or in Mrs Williams absence it must be reported to Mrs Ashurst.

## St Gabriel's Catholic Primary School



## SAFEGUARDING ADVICE FOR STAFF, VOLUNTEERS & REGULAR VISITORS

*Pray, Learn, Achieve, Celebrate together.*

## Child Protection Advice

As a school we are committed to safeguarding and meeting the needs of the children and we hope this leaflet will provide some useful advice and information when working with children at St Gabriel's Primary School.

### What are my responsibilities?

All those who come into contact with children through their everyday work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

### DBS checks

St Gabriel's Primary School's Recruiting and Selection Procedures specify that all adults who work in 'regulated activity' i.e. unsupervised activities such as teaching, training, instruction or supervision of children; and work in a 'specified place' such as a school; and this work is regular i.e. once a week or more or 4 or more days in a 30 day period or overnight – will require an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children. If your work with children means that you are supervised at all times, this may not be required.

The Headteacher will inform you as to whether or not you require a DBS Disclosure. If you do not, you should not be left unsupervised with children.

DBS forms will be sent electronically to complete and will advise which documentation is necessary for you to present for the ID check to be completed.

It is a requirement also that you inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.

St Gabriel's Primary School has a Safeguarding Policy and a copy is available on our website [www.saintgabrielsprimary.co.uk](http://www.saintgabrielsprimary.co.uk)

### What should I do if I am worried about a child?

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

Please report these concerns to the class teacher. If they feel it is appropriate, they will pass the information on to Mrs Williams (Headteacher), who is our school's Senior Designated Person for Safeguarding.

### What should I do if a child discloses that s/he is being harmed?

Although the likelihood of this is small, it is important to know what to do in such an eventuality as children rarely lie about such matters.

- Listen to what is being said without displaying shock or disbelief; accept what is being said
- Allow the child to talk freely
- Reassure 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 may have to tell their teacher or Mrs Williams (Headteacher) in order that they can provide appropriate help
- **Do not interrogate** the child or **ask leading questions**
- Reassure that pupil that it is not their fault
- Stress that it was the right thing to tell you
- Do not ask the child to write a statement
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for the recording

or information of this nature are available from the office and should be completed and returned to Mrs Williams (Headteacher) immediately. **Please sign and date the record.**

### What should I do if the alleged abuser is a member of school staff?

You should report such allegations to Mrs Williams (Headteacher)

### What should I do if the alleged abuser is the Headteacher?

You should report such allegations to Mr Roach (Chair of Governors). Contact details can be obtained from the office.

### How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. As a staff member, volunteer or regular visitor you may well be working on a one to one basis.

Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or appear to reject this. You should, however, be careful about touching pupils.

If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others.

Do not photograph pupils (unless requested to by the class teacher), exchange e-mails or text messages, or give out your own personal details. Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you and is strictly against our school policy.

Please help us to safeguard the children in our care by following these guidelines.