



St. Helen's Catholic Primary School



Safeguarding Code

It is the policy of St. Helen's Catholic Primary School to safeguard the welfare of learners who are in our care by protecting them from physical, emotional, sexual abuse and neglect, by ensuring all staff are aware how to report concerns about possible harm, abuse or neglect.

Safeguarding is the responsibility of EVERYONE

If you suspect a child is being maltreated, a young person confides in you, or a complaint is made about any adult or yourself, it is your duty to report it to one of the named Safeguarding Officers.

Code of Practice

- Do take all allegations or concerns of abuse seriously and refer to the named Safeguarding Officers immediately;
- Stay calm;
- Take what the child says seriously and allow the child to talk about their concerns without judgement;
- Do respect a child's right to privacy;
- Do plan activities that involve at least more than one person being present, or at least within sight and hearing of others;
- Do put this code into practice at all times.

If a young person tells you about abuse by someone else:

- Allow the child to speak at their own pace without interruption;
- Reassure the child you they have done the right thing;
- Let the child know that whilst you will offer support that you must pass the information on;
- Let the child know what you are going to do next;
- Report conversation immediately to named Safeguarding Officer or Deputy Safeguarding Officer. In the event of Safeguarding Staff not being on site the Safeguarding Staff on the second site must be contacted.

Do not:

- Promise confidentiality;
- Ask leading questions;
- Ask the child to repeat what has been said;
- Interview other children or parents;
- Confront the alleged abuser.



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If you have a concern about a child's safety and well-being:

- Discuss immediately with designated Safeguarding Officer;
- Write careful notes of what you have witnessed, heard or were told;
- Complete a Safeguarding Log / sign, date and pass on your information to the designated Safeguarding Officer.

If you receive a complaint or allegation about any adult, or about yourself:

- Immediately tell the designated Safeguarding Officer;
- Write careful notes of what you have witnessed, heard or were told;
- Sign, date and pass on your information to the designated Safeguarding Officer;
- Try to ensure that no one is placed in a position which could cause further compromise

If you are worried that a child may be suffering from abuse or neglect, act on your concerns

You must refer; you must not investigate.

Designated Senior Person for Child Protection

Mrs Kathy Giernalczyk and Mrs Michelle Clawson

Deputy Designated Senior Person for Child Protection

Foundation Phase: Mrs Emma McCallum Key Stage 2: Mrs Katy Galsworthy

Link Governor for Child Protection

Cllr. Fred Johnson

Duty Desk: 01446 725202

Schools' Safeguarding Officer: Dorian Davies 01446 709180