



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.

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.
- You must not investigate, you must refer.

Designated Senior Person for Child Protection: Mrs Michelle Clawson

Deputy Designated Senior Person for Child Protection: FPh: Mrs Emma McCallum KS 2: Mrs Katy Galsworthy and Mrs Gemma Hill

Governor for Child Protection Cllr. Fred Johnson

Children's Services Duty Desk: 01446 725202 **Schools' Safeguarding Officer:** Jason Redrup 01446 709180