

St. Antony's Catholic Primary School

CHILD PROTECTION & SAFEGUARDING PROCEDURES



SAFEGUARDING IS EVERYONE'S RESPONSIBILITY @ ST ANTONY'S!



As a school family we all have a duty of care to our children so we as: **Governors, Parents, Staff, Carers and Community Members** alike, must work together



A Disclosure of abuse of any sort (physical, sexual, verbal, emotional or psychological as well as via the internet/cyber/mobile) by a child will always be treated with the utmost importance and urgency by all staff across the school.

Disclosures and the attendant actions present a difficult situation for all concerned however, it is important that all know what actions staff have to take in such an eventuality. Members of Staff to whom disclosures have been made directly are required to remain calm and supportive of any child making the report and our children know that staff at any level will:

- **Listen** to what is being said without displaying shock or disbelief and accept what is being said at face value.
- **Allow the child to talk freely**, listening rather than asking direct or leading questions.
- **Re-assure the child** about the fact that what they are doing is right, but not make promises that might not be possible to keep—all safeguarding and child protection matters must be reported.
- **Do not promise confidentiality** but explain to the child that the matter will have to be shared with their teacher/phase leader, DSL (Designated Safeguarding Lead) or Head Teacher in order that the appropriate assistance can be arranged as needed.
- **Do not interrogate the child** or ask probing/leading questions or make any assumptions—merely collect the information as reported by the child verbatim—making clear accurate notes where necessary.
- **Assure the child that it is not their fault** should they have suffered abuse—regarding disclosure made.
- **Stress the fact that it was right to tell**—even if the matter is minor or eventually leads to ‘no real cause for concern’.
- **Make the child aware** that their disclosure will be reported but only to those that need to know and can help with the situation: (**Head/SENCO/SLT/Safeguarding/Child Protection Leads**)
- **Record details of the disclosure immediately**, including wherever possible the exact words or phrases used by the child; then sign and date the record and follow the school's cause for concern procedure to the letter.
- **Report the Safeguarding concern** by completing a written record (on the school's yellow Safeguarding “Cause for Concern” form) and presenting it to the Designated Safeguarding Lead(s) to enable the matter to be dealt with in the most appropriate way.

***All Staff must, at all times, be aware of their own feelings** about disclosures or abuse shared with them and if needed, speak to designated members of the school's team (such as the Head/SENCO/School Therapist), so that the member of staff can share the personal impact on themselves (without disclosing any details of the case) once the procedures have been followed and completed. This is to safeguard staff members' own wellbeing.

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 who does not need to be privy to the disclosure.

DBS CHECKS/Certificates

- All staff & Volunteers, including supply staff, governors, regular visitors and trainees are subject to Disclosure and Barring Service (DBS) checks being done. This is to ensure that unsuitable individuals are prevented from working with or given access to our children. Advice about DBS certificates is available from the DSLs
- See our SENCO

Staff, Volunteers & Visitors' Responsibility in school

All those who come into contact with children through their everyday work in the school whether paid or voluntary are responsible and accountable for their own actions and behaviour. **All should avoid any contact which would lead any reasonable person to question their motivation and intention.** At St Antony's Catholic Primary we all have a duty of care to safeguard and promote the welfare of all our children. If you are **not DBS checked**, you **WILL NOT** be left alone with children at any time without supervision.

IDENTITY BADGES

All visitors to St Antony's Catholic Primary must sign in upon arrival and wear their **Visitors and Contractors' yellow badge**. All Volunteers will be issued a **blue badge**; Students on placement will use a **green Trainee badge**, which must be worn at all times whilst on the school's premises. Anyone without a badge will be challenged by staff and pupils. Permanent Staff wear **ID Cards with their names, Job Title and photograph**.

ALL badges MUST be returned to the Main Reception when leaving our school



ALLEGATIONS

- All allegations/complaints made, must have strong evidence and corroboration-as malicious, unfounded allegations **will not be entertained at any level of the leadership from any source within the school or outside.**
- Any allegations regarding Safeguarding must be reported to the Head Teacher formally in writing with corroborating evidence & signatures.
- If the Safeguarding concerns are about the Head Teacher please inform the Chair of Governors formally in writing with corroborating evidence and signatures.

PLEASE FOLLOW OUR CODE OF CONDUCT/BEHAVIOUR FOR ALL ADULTS (PARENTS, STAFF, VISITORS AND GOVERNORS):

- **Do treat** everyone with respect: Children, Staff at all levels, Parents, Visitors and Governors as this is the first of our GOLDEN RULES for the school.
- **Do portray** the example you wish others to follow and show to you.
- **Do remember** that someone else might misinterpret your actions, no matter how well intentioned -so be willing to explain where necessary without taking offence when asked or challenged. Expect appropriate actions to be applied.
- **Do plan** activities so that they involve more than one adult supervising where possible or at least ensure the activities are held within the view or hearing of others (keeping doors and windows open where needed).
- **Do respect** a child's right to personal privacy and do not make any unnecessary advances or ask questions that would place a child in jeopardy.
- **Do act** as an appropriate role model and responsible adult in all eventualities regarding children and at all times that you are on the school's premises/within the school's environs.
- **Do promote** an atmosphere or environment for children and adults to feel safe and try to provide a caring and compassionate approach when addressing any issues
- **Do not** jump to conclusions without first checking all your facts-many assumptions are usually wrong. Sometimes a child's version of events is not the whole story-so please check the facts with an open mind.
- **Do not** permit or condone abusive activities/behaviours on the part of any child e.g. bullying, ridiculing, body shaming, cyber bullying without intervening as an adult.
- **DO NOT** open a social media account for children under age 13.
- **Do not** make inappropriate physical contact or play questionable 'games', make inappropriate comments or have inappropriate banter with children of any age. Do not engage children in adult affairs at home or at school.
- **Do not** make suggestive remarks, gestures or tell sexist, racist or homophobic jokes to children or do so with anyone at any time at school/home as '*children learn what they live and repeat what they hear*'.
- **Do not** rely on your good name to protect you -It may not be enough in the face of proven and substantiated allegations. The school's main concern is always to safeguard the children and to ensure that their safety and wellbeing is secured.
- **Do not** believe safeguarding or child protection issues could not happen to you or your child-. It could! It only takes a minor lapse in judgement in the use of the wrong words or actions by yourself, family members or 'friends'.

WHAT SHOULD PARENTS DO?

Parents are the first and most important people to keep their children safe; therefore all parents with children in attendance or involved in any programme in the school (before or after school or in holidays) should always:

- **Feel confident to raise concerns** about their child first with their teacher, then with their phase leader and finally, the Head Teacher, if necessary.
- **Talk to the leadership of the school**, the SENCO or programme leader if you need help or support in any way.
- **Read the school policies** about safety issues published on our website and attend Parents' Workshops on Safeguarding and Child Protection to raise your awareness on the issues.
- **Let the school know** if your child has a medical condition that impacts directly on the child's wellbeing and learning. The school has a duty of care to support every child/parent/staff member with any major healthcare issue that affects their wellbeing and ability to function normally.
- **Let the school know** if you have any court orders or injunctions relating to the safety of your child/self and bring proof of these in for our confidential records.
- **Let the school know** if there is a change in your circumstances such as a house move and change of address, a new contact number, a change of name, a change of parental responsibility
- **Let the school know** who will be dropping off or collecting your child if you are unable to by completing the online form. Also, establish two other emergency contacts and always inform the school of any changes to agreed arrangements.
- **Let the school know** if your child is going to be absent on any given occasion and give the reasons why (providing proof/ evidence is needed) by completing the online form.

WHO DO WE REFER MATTERS OF CONCERN TO?

Designated Child Protection/Safeguarding Leads are:

- Miss Baptiste (SLT/SENCO) and Mrs. White (EYFS Lead)
- Mrs. Angela Moore (Head Teacher), Miss Yvonne Wade (Deputy Teacher & Curriculum Lead) and Mrs. McDonald (Assistant Head Teacher)
- Ms. Cezair-Phillip (School Business Manager)

*All formal reports must be made to the officers above after referring any cause for concern to the leadership of your child's after/before school club/ group or class teacher as per our school's protocols.