

SAFEGUARDING PROCEDURES

As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children.

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 ask the school's Designated Safeguarding Person (SDP) if you are unclear about anything in it 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 to the SDP.

Executive Principal – Breda Bowles

Designated Safeguarding Person (SDP) – Breda Bowles

Deputy Safeguarding Leads – Helen Skertchly (Assistant Head and Y3 Teacher) Lucy Coleman (Foundation Stage Co-ordinator and Reception Teacher)

Chair of the Academy Committee – Nickie Rogan

Committee Representative Responsible for Safeguarding – John Bellasis / Nickie Rogan

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.

Please follow our Code of Behaviour:

- **Do** treat everyone with respect
- **Do** provide an example you wish others to follow
- **Do** remember that someone else might misinterpret your actions, no matter how well intentioned
- **Do** plan activities so that they may involve more than one person or at least are in sight or hearing of others
- **Do** respect a child's right to personal privacy
- **Do** act as an appropriate role model
- **Do** provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like, and provide a caring atmosphere
- **Do not** jump to conclusions without checking facts
- **Do not** permit abusive activities e.g. bullying, ridiculing
- **Do not** play physical contact games, make inappropriate comments or have inappropriate banter with the children
- **Do not** make suggestive remarks, gestures or tell sexist, racist or homophobic jokes
- **Do not** rely on your good name to protect you - It may not be enough
- **Do not** believe it could not happen to you - It could

DBS Checks

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) checks. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS Certificates is available from the school office. The Principal 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.

It is a requirement, also, that you inform the Principal 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 Thomas More School has a Safeguarding Policy and a copy is available from the school office.

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 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 someone in the school in order that they can provide appropriate help
- **Do not interrogate** the child or **ask leading questions**
- Reassure the child that it is not their fault
- Stress that it was the right thing to tell
- 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. Give your record to the Senior Designated Person for Safeguarding to enable the matter to be dealt with in the most appropriate way.* **Please ensure you have signed and dated the record.**

*If the designated person is not available, remember **ALL** adults have a responsibility to safeguard children – please follow the procedure found in the school office.

Safe Working at St Thomas More School

- Provide a good example and be a positive role-model by being respectful, fair and considerate to all
- Treat all children equally – never build a 'special relationship' or favour a particular child above all others
- Ensure that when working with individual children, the door is left open or you can be visible to others
- Staff and visitor personal mobiles are not permitted to be in used in school when children are present unless with permission from the Principal (examples of permission may include listening to music, use when off school grounds as a point of contact). Under **no** circumstances are mobile phones used to photograph children
- Photographs of children must only be taken on an authorised school camera or tablet and then only used following photograph permission forms
- Do not (unless requested by the school staff) exchange emails, text messages, and phone numbers or give out your own personal details
- Only touch children for professional reasons and when this is necessary and appropriate for the child's wellbeing and safety

Allegations

Any allegations should be reported to the SDP. If the concerns are about the Designated SDP please inform the Principal or Committee Representative Responsible for Safeguarding. **Everyone has a responsibility to make sure that children within St Thomas More School are safe, as 'Every Child Matters'.**

PLEASE DO NOT: Decide to do nothing or leave our school without telling anyone