

INTRODUCTION

Safeguarding and Child Protection are the most important parts of everyone's job at St. John's C of E Primary School. We ask everybody who works with our students to follow the guidelines set out in this pamphlet.

Whether you are a teacher, member of support staff, visitor or volunteer, we ask that you adhere to our policies and procedures whilst you are at our school.

KEEPING STUDENTS SAFE

The School operates a policy of restricting unsupervised access to students to those adults who have been correctly vetted.

All adults who work regularly with our young people must undertake an Enhanced Disclosure and Barring Service check which must be completed before they commence working with our young people.

Adults visiting the site for meetings will be accompanied throughout their visit and do not need to be checked. They must sign in and out at Reception and wear a visitors badge at all times.

Any unidentified adult in the school should be reported to reception immediately.

If you have any child protection concerns about a young person you meet at St. John's C of E Primary School, you should immediately report these to a member of staff.

If you feel a young person is at risk, or is the subject of abuse, you should contact one of the Senior Safeguarding Leads.

WHAT SHOULD YOU REPORT?

Does the child seem to be unfed or unkempt?

Does the child seem to be bruised or have injuries?

Does the child talk inappropriately about violence (e.g. at home)?

Does the child act in an inappropriate manner, relating to sexual matters, for their age?

Does the parent talk about violence in the home?

**This list is not exhaustive —
please report anything that gives
you cause for concern.**

**Please, follow the advice in this leaflet,
and keep yourself
and our pupils safe!**

WHAT TO DO IF A CHILD WANTS TO TELL YOU SOMETHING?

If a child begins to tell you about something that is happening to them you should:

- Tell them that you want to make sure they are safe.
- Tell them that you will have to pass on what they tell you to help keep them safe.
- Listen carefully and try not to ask any leading questions.
- See a Senior Designated Professional immediately and complete a Safeguarding Referral Form. These are kept in the office or are available from reception.

REMEMBER

**NEVER PROMISE TO KEEP A
SECRET**

**ALWAYS PASS ON THE
INFORMATION IMMEDIATELY to a
Designated Safeguarding Lead and
ensure they receive any concerns in
writing.**

All visitors and members of staff must recognise that the safety and well-being of children is our paramount concern.

Any safeguarding or child protection concerns must be reported to the Designated Safeguarding Leads.

The Designated Safeguarding Leads are:
Miss. L. Bonter (Head of Infant Site)



Mr. C. Gibson (Head of Junior Site)



If neither of the DSLs are on site then please contact the deputy leads:
Early Years / Infant – Mrs. E Earle
Junior – Mrs. C. Fotheringham

Further Information for Visitors

Nominated People to deal with FIRST AID

Normal Hours, 8.50 am until 3.30pm

First Aiders are available on both the EYFS/KS1 site and KS2 site.

All staff are Emergency First Aid trained.

In EYFS/KS1 Mrs. Parkin and Mrs. Moore are Paediatric trained and designated First Aiders

Telephone: 0161-681-5270

In KS2 Mrs. Fotheringham has First aid at Work training and is the designated First Aider

Telephone: 0161-681-5713

Out of Normal Hours

Nominated people who deal with First Aid incidents may not be available outside of normal hours. In the event of injury or illness, parents should be contacted by the supervising adult of the club or school event and, dependant on the degree of injury, emergency services called. An emergency contact list is held by the school offices. There is a landline phone available in the school office for this purpose. A member of the site team can be found on the school site between 7.00am and 5.00pm.

IN THE EVENT OF A FIRE.....

The fire alarm is a continuous bell. If it sounds, leave the building quietly and calmly. In EYFS/KS1 the fire assembly point is at the rear of the playground. In KS2 for classes 1, 2 and the ICT suite, the fire assembly point is in area next to the staff carpark. In all other places the fire assembly point is in the main playground.

Safeguarding Children

ST. JOHN'S C OF E



PRIMARY SCHOOL

Guidance for adults visiting or working with St. John's C of E Primary School

Welcome to St. John's C of E Primary School. Visitors bring worthwhile experiences to our pupils, which we appreciate.

This leaflet provides some guidance on working safely with our pupils and tells you what to do if you have a concern about a student.

Please read it carefully and do not hesitate to ask if you require any further information.

Miss. L. Bonter / Mr. C. Gibson
Heads of School

(Designated Person for Child Protection)