Safeguarding

St. Nicholas Catholic Primary School is committed to safeguarding and meeting the needs of our children. We hope this leaflet will provide you with some useful information and advice when working with our children.

Your 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.

DBS checks:

Anyone involved with children must be DBS checked. This is to ensure that unsuitable people are prevented from working with children.

Any volunteers who are not DBS checked must not be left unsupervised with children.

If you require a copy of our Safeguarding and Child Protection Policy, it is available from our school website or upon request from the main office.





What should I do if I am worried about a child?

If you become concerned about:

- Something a child says
- Marks or bruising on a child
- Changes in a child's behaviour or demeanour

You **MUST** inform a Designated Safeguarding Lead (DSL) – Mr Porter, Mrs Noble-Barton, Miss Smith & Mrs Burling-Finn.

What do I do if a child discloses that they are being harmed?

- React calmly.
- Listen carefully to the child.
- Do not promise confidentiality. Explain to the child that you will have to pass on the information for their safety.
- Do not ask any leading questions.
- Inform a DSL at your earliest opportunity.

Staff Conduct

If you are concerned about a member of staff following an observation or disclosure, the following actions must take place:

- Immediately inform the Executive Principal (Mr. N Porter)
- In their absence, immediately inform the Head of School (Mrs. C Noble- Barton)

If your concern relates to the principal, please contact the chair of the Local Governing Body, Mrs. L. Davies. Contact details can be gained from the school office.

Keeping Yourself Safe

- Be professional.
- Treat children with respect.
- Avoid physical contact with children unless you are preventing them from harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.

If in doubt, just ask.



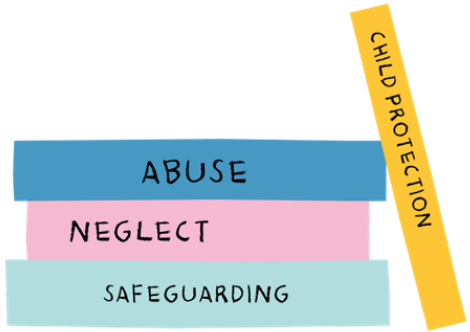


ALLERGY AWARENESS INFORMATION

If you have an allergy that requires emergency medication or may affect your time on our school site, please let the school office know. We have emergency allergy relief medication available should you need it. Thank you.







SAFEGUARDING INFORMATION FOR VISITORS

Welcome to
St. Nicholas Catholic Primary School

This leaflet contains information about visiting our school.
If you are unclear about anything in it, please request to speak to any of the names contacts in this leaflet at the school office.

Visitor Procedures

- All visitors must sign in at the front office and show photo ID.
- All visitors will be issued with a visitor lanyard; this must be worn at all times.
- The school's health and safety policy should be followed at all times.
- Mobile phones should be switched off or put on silent mode. You must not use your phone around children.
- Photography by visitors is strictly prohibited.
- It is against the law to smoke on school premises.
- All accidents must be reported to the school office immediately and a first aider will be found.
- The school accepts no responsibility for loss or damage to visitor's property.