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Duty Of Care:

The school also has a statutory responsibility to share any concerns it might have about a child in need of protection with other agencies and in particular police, health and children's services. Schools are not able to investigate child protection concerns but have a legal duty to refer them. In most instances, the school will be able to inform the parents/carer of its need to make a referral. However, sometimes the school is advised by children's services or police that the parent/carer cannot be informed whilst they investigate the matter or make enquires. We understand the anxiety parents/carers understandably feel when they are not told about any concerns from the outset. The school follows legislation that aims to act in the interests of the child.

Visitor Code Conduct

- Treat everyone with respect.
- Provide an example you would wish others to follow.
- Remember someone else may misinterpret your actions no matter how well intended.
- Do not jump to conclusions without checking.
- Do not permit abusive activities such as bullying or ridiculing.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes.
- It's best not to do anything for a child that he or she can do for him or herself.
- Always tell someone if a child touches you or speaks to you inappropriately

If you are concerned about the conduct of a member of staff during your visit the following actions must take place:

- Immediately inform the Head Teacher **JOANNE LEWIS**
- In their absence, immediately inform the deputy head teacher **HANNAH JONES**

Safeguarding Staff

J — **Joanne Lewis**
Headteacher and Deputy DSL

C — **Catherine McKenna**
Designated Safeguarding Lead and Pastoral

H — **Hannah Jones**
Deputy Headteacher and Safeguarding Team

P — **Phil Larkin**
Safeguarding Team and Designated Teacher for LAC

P — **Paula Price**
Safeguarding Team and School Therapist

Governors: (Safeguarding responsibility):
Mr Maurice McCracken

St Patrick's
Catholic Primary School

SAFEGUARDING STATEMENT

Peace, Love and Understanding

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Safeguarding Statement

At St Patrick's Catholic Primary School, the safeguarding of children is of paramount importance. All visitors should be aware that our procedures for ensuring this over-ride any other consideration. Identification and all other checks will be made for all our visitors who may be in contact with children. St Patrick's Catholic Primary School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers, parents and visitors to share this commitment.

Visitor Procedures

All visitors must sign in at Main Reception

- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on the site.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- All visitors must sign out at the Main Reception before leaving the site.

Visitors wishing to see a particular member of staff should contact the school to make an appointment. If you are seeking an urgent appointment please report to the Main Reception and we will arrange for you to see a member of staff.

E-Safety

Mobile Phones: to protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue please contact a member of staff on arrival.

Photographs: under no circumstances should you take photographs of our children whilst at our school (unless permission has been granted)

A copy of the school's safeguarding policy is located on the school website and a hard copy can be found at the main reception.

Health and Safety

Fire: In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please make yourself aware of the nearest fire exit where you are based. If you are unsure please seek advice.

Accidents and Illness: All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged in the accident book. Should you require a comfort break during your visit a member of staff will be happy to direct you to our adult facilities which are located near the main office or by the mentor room.

Pupil Behaviour

During your visit you might observe a pupil struggling to manage their behaviour. We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe. You can help by moving away and by distracting the other pupils. Please be aware that a member of staff may ask you to leave the room until the situation has calmed.

What Do 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
- Please report these concerns to the class teacher who, if they feel it is appropriate, will pass the information on to one of the school's Designated Safeguarding Leads.
- Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

What Do I Do If A Child Discloses They Are Being Harmed?

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and con- trolled.

- Listen carefully to the child, particularly what is said spontaneously.
- Remember not to show shock or disbelief.
- Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep.
- Reassure the child that you will tell the teacher or headteacher who will be able to help them.
- Do not interrogate or ask leading questions.
- Reassure the child that is not their fault; stress that it was right to tell.
- Record carefully on safeguarding forms (which can be found in the staff room) or if you have access to CPOMS. Record what the child says in **their** words including how and when the account was given. Date, time and sign the record. Pass this on to one of the Designated Safeguarding Team
- Be aware of your feelings about abuse and find someone to share your feelings with once the procedures have been completed.
- Remember if you do not feel an incident has been dealt with correctly, you have the right to challenge and can refer yourself to **Careline 0151 233 3700**