

*No child should suffer harm,
either at home or at school.*

*Everyone who works in our school
has a responsibility to make sure
that our young people are safe.*

*This leaflet has been given to you
to make sure you understand what
is expected of you. Please seek
advice 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 it to the
Designated Person for Child
Protection in school.*

*St Peter and St Paul Primary
School has a Child Protection
Policy and a copy is available
from the school office.*

CONTACTS

Head Teacher:

Mrs Debby Rigby

Designated Person for Child Protection:

Mr David Finney

Safeguarding Governor:

Mrs Mary Wilson

**If these people are unavailable, then
contact:**

**St Helens Safeguarding Board
01744 676600**

St Peter and St Paul Primary



Following in the footsteps of St
Peter and St Paul, we love,
learn and grow together

**SAFEGUARDING ADVICE
FOR STAFF, GOVERNORS,
VOLUNTEERS, STUDENTS &
VISITORS**

Phone: 01744 678640

Fax: 01744 678642

E-mail:

stpeterpaul@sthelens.org.uk

How do I assure that my behaviour is always appropriate?

- Provide a good example and a positive role model by behaving in a mature, respectful, safe, fair and considered manner.
- Appropriate relationships with children should be based on mutual trust and respect. In particular your attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a new criminal offence of abuse of a position of trust.

- Children, especially when they are young are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils. Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's well being or safety.

- Treat all pupils equally - never build "special" relationships or confer favour on particular pupils
- As a volunteer/visitor you may well be working closely with children sometimes on a one to one basis. If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others.
- Do not photograph pupils (unless requested to by the class teacher), exchange e-mails, text messages, phone numbers or give out your own personal details.
- Do not give or receive (other than token) gifts unless arranged through school.

Please help us safeguard the children in our care by following these guidelines.

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

What should I do if a child discloses that s/he is being harmed?

Please report these concerns to the class teacher, who if they feel it is appropriate will pass the information on to the school's Designated Person for Child Protection.

- 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, listen rather than ask direct questions.

- 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 have to tell their teacher or Head Teacher in order that they can help them

- Do not interrogate the child or ask leading questions

- Reassure the pupil that it is not their fault Stress that it was the right thing to tell

- Do not criticise the alleged perpetrator

- Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Report your concerns and give your written record to the school's Designated Person for Child Protection to enable the matter to be dealt with in the most appropriate way.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Head Teacher.

What should I do if the alleged abuser is the Head Teacher?

Report such allegations to the Chair of Governors.

Child Protection advice for volunteers/students/coaches

As a school we are committed to safeguarding and meeting the needs of our children and we hope this leaflet will provide some useful advice and information when working with children at St Peter and St Paul's Catholic Primary School.

What are my responsibilities as a volunteer / student / coach?

All those who come into contact with children through their every day work whether paid or voluntary are responsible for their own actions and behaviour, and should avoid any conduct which would lead a reasonable person to question their motivation or intentions. We all have a duty to safeguard and promote the welfare of the children. Adults should take advice promptly from their line manager or another senior member of staff about any incident which could give rise to concern.

Identity checking and recording

Under current legislation, all staff including supply staff are subject to DBS checks. Although volunteers and students are no longer required to undergo DBS checks, there is a responsibility on the school to gather evidence of identity and proof of address and to record this on the Single Central Record. Coaches often have DBS checks through their own organisation. This is to help ensure that unsuitable people are prevented from working with children. You will be advised of your responsibilities in this matter.

All volunteers, students and coaches are required to complete the school's registration form and to submit this with the required evidence before a placement begins. It is important to inform the Head Teacher 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. All adults in school must wear an identity badge.