

# **Safeguarding in St Vincent's Catholic Primary School**



## **STAFF INFORMATION LEAFLET**

The Designated Safeguarding Lead (DSL) for this school is:

**Mrs Therese Pavlovic**  
Deputy Head Teacher

In the absence of the Deputy Head Teacher all concerns should be reported to:

**Mrs Karen Armstrong**  
Headteacher

*If unavailable:*

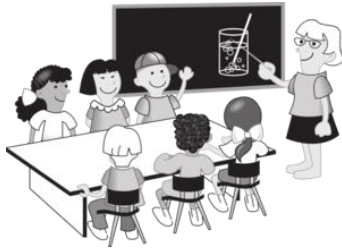
**Mrs Fiona Jones**  
School Business Manager

The School Governor for Safeguarding is:

**Mrs Jane Crow**  
Safeguarding Governor

*This leaflet is designed to help you to act correctly and confidently  
should you know or suspect a child is being subjected to abuse.*

# Staff Protection



## **AVOID**

situations where you leave yourself vulnerable and open to possible allegation of abuse by young people or their parents/carers. Wherever possible, avoid physical contact with a child.

## **TRY TO ENSURE**

that other adults are within earshot and preferably in sight if you cannot avoid being alone with a young person.

## **DO NOT**

rely on your good name and professional reputation to protect you. It is unfortunate that a significant number of children in our schools are victims of abuse.

**School staff must be prepared to intervene to ensure that children are not left to face unacceptable risks.**

There are **FOUR** categories of child abuse: Physical, Emotional Abuse, Sexual Abuse and Neglect

Abuse can happen to any child at any age. Abuse can be inflicted by family members, close relatives, siblings, family friends, peers and others.

Substance misuse by parents or carers may also result in a child suffering abuse.

So **DO NOT IGNORE** anything you hear, see or read which troubles you about a child.

**What to do if you are *unsure* or uneasy about a pupil's welfare.**

**LISTEN**

to the child if he or she begins to disclose information

**OBSERVE**

the child's physical state, demeanour and actions.

**REPORT**

the grounds for your concern to the Designated Senior Person(s) as soon as possible.

**RECORD**

your observations or the content of any conversation which give rise to your concerns or unease.



**What to do if you are certain that you have identified a safeguarding issue.**

**LISTEN**

to the child if he or she begins to disclose information

**OBSERVE**

the child's physical state, demeanour and actions.

**REASSURE**

the pupil.

**DO NOT**

promise confidentiality.

**DO NOT**

ask leading questions but listen carefully to be clear about what the child is saying.

**CONTACT**

the school's Designated Safeguarding Lead(s) for Safeguarding. If unavailable, call *the Access and Referral Hub* on 0300 300 8585 yourself.

**RECORD**

your observations or the content of any conversation during which an allegation is made using the child's own words.

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The advice and information contained in this leaflet are in accordance with Central Bedfordshire's Local Safeguarding Children Board Child Protection Guidelines and Procedures.

Further advice and information can be found on Central Bedfordshire's Local Safeguarding Children Board [www.centralbedfordshire.gov.uk/children/child-protection](http://www.centralbedfordshire.gov.uk/children/child-protection)

Referrals by the Designated Safeguarding Lead (DSL) are made to:

Access and Referral Hub on  
0300 300 8585

*Out of hours*  
0300 300 8123

**Email:** cs.accessandreferral@centralbedfordshire.gov.uk

If the DSL is unavailable then **you** must contact the Hub immediately.

If your concern is about the actions or behaviour of an adult then you must speak to the Head Teacher, or the Deputy Head Teacher in his absence.

If the referral relates to the Head Teacher, or Deputy Headteacher, then you must contact the Local Authority Designated Officer (LADO) on 0300 300 4833 / 0300 300 8142

***Abuse can happen to ANY child at ANY age  
Confidentiality, at all times, is paramount.***