

What must I do?

Recognise your concern



Respond
Inform the relevant person
without delay



Make a written record (using
the child's own words), sign
and date it



Pass the record to the relevant
person

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

If your concern is about a staff member or volunteer, you should report this to the Head Teacher. If your concern is about the Head Teacher, you should report such allegations to the Chair of Governors:

Dr Susan Hardman

CONTACTS

The school has a Safeguarding Policy and a Child Protection Policy. If required copies are available from:

Sue Waldron/Frances Goodwin

In line with these policies you **MUST** report any Safeguarding or Child Protection concerns to:

Aoife Galletly (Deputy Head/DSL)

for issues re. pupils

Brendan Hickey (Headteacher/DDSL)

for issues re. staff

Sue Waldron (Business Manager)

for issues re. site or premises

Jill Duncan (SENCo/DDSL)

You can contact any of the above by asking at reception.

St Thomas More Catholic Voluntary Academy
Palace Fields
Buxton
Derbyshire
SK17 6AF

Tel: 01298 23167
Fax: 01298 25816
Email : enquiries@st-thomasmore.derbyshire.sch.uk

www.st-thomasmore.derbyshire.sch.uk

St Thomas More Catholic Voluntary Academy

Safeguarding Children and Adults

Quick Reference

For

New Staff or

Volunteers



St. Thomas More
CATHOLIC SCHOOL

Headteacher

Mr B Hickey



**St Ralph
Sherwin**

Catholic Multi Academy Trust

INTRODUCTION

St Thomas More Catholic Voluntary Academy recognises its legal duty to safeguard and protect pupils from abuse as defined in the Children Act 2004 and section 175 of the Education Act 2002. The overall intention and purpose behind the school's safeguarding policy is underpinned by the fundamental principle of the 1989 Children Act:

'the welfare of the child is the paramount concern'

Our school takes seriously its responsibilities to protect and safeguard the interests of all children. We recognise that effective child protection requires sound procedures, good inter-agency co-operation and a workforce that is competent and confident in responding to child protection situations. Safeguarding is everyone's responsibility. Our policy applies to all pupils, staff, parents, governors, volunteers and visitors.

This leaflet has been given to you to make sure you understand what is expected of you.

When and what might I be concerned about?

At any time you may be concerned about information which suggests a child is at risk, is being neglected or experiencing physical, emotional or sexual harm.

You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

Harm to a child can be caused by:

- A parent/carer
- A sibling or other family member
- A family friend
- Another child/pupil
- A stranger
- A member of staff/volunteer
- A leader of a group or organisation which the child attends

Please do not underestimate the important role you have in the safeguarding of children and adults, and in child protection.

What should I do?

If you have observed a situation or have concerns regarding any aspect of safeguarding or child protection please refer it as soon as possible to the relevant person. Contact details can be found on the back of this leaflet.

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

1. Listen

Listen carefully to what is being said to you, do not interrupt.

2. Reassure

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non-judgmental. Do not promise to keep what is said a secret. Ask non-leading questions (**TED**) to clarify if necessary:

Tell me more

Explain that to me

Describe what happened

The information you have may not be enough on its own for a Child Protection referral, however it will help the DSP to make a decision about risk of harm to the child.