

## What must I do?

Recognise your concern



Respond

Inform the relevant person



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:

Sue Hardman (01298 23167)

## CONTACTS

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

**Sue Waldron**

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

**Theresa Ryan (Deputy Head/DSP)**

for issues re. pupils

**Brendan Hickey (Headteacher)**

for issues re. staff

**Sue Waldron (Business Manager)**

for issues re. site or premises

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

St Thomas More Catholic School  
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](http://www.st-thomasmore.derbyshire.sch.uk)

# St Thomas More Catholic School

## Safeguarding Children and Adults

### Quick Reference

For

**New Staff or**

**Volunteers**



**St. Thomas More**  
CATHOLIC SCHOOL

**Headteacher**

**Mr B Hickey**