



Safeguarding and Child Protection

St Thomas More Primary School

Information leaflet for all adults who come into contact with children and young people at St Thomas More

Primary School

All adults have a duty of care towards the welfare of children and young people and are responsible for:

- **Health and Safety**
- **First Aid (first aiders are identified on site)**
- **General Well-Being**
- **Child Protection**

This information is designed to help everyone involved to understand the importance of working safely with children.

The Designated Safeguarding Leads are:

Jane Apolloni (Headteacher)

Debbie Carlise (Pastoral Leader)

Terry Cane (Safeguarding Governor)

If you have any concerns, please:

- Report this to one of our Designated Safeguarding Leads
- Seek help from management or dial 999 without delay if such behaviours are criminal or dangerous
- Be aware of visitors seemingly having no business on the premises

A child may choose to talk to you about something which concerns them. It is important to:

- Always take what the child says seriously
- Listen but do not investigate
- Report factually on the cause for concern record stored in the main office ensuring you:
 1. record the date and time
 2. the concern you have
 3. your name and signature

and speak to
take responsi-

the Designated Lead and they will
bility to inform the relevant



Mrs J Apolloni

Designated
Safeguarding
Lead



Mrs C Smith
Deputy
Safeguarding



Mrs D Carlisle
Deputy
Safeguarding



Miss J Wyke

Deputy
Safeguarding
Lead

Keeping Children Safe

Staff and visitors can help keep children safe by always acting in a professional manner by :

- Routinely following our schools ID security procedures by signing in and reporting to the main office, wearing your ID lanyard, locking away any medication, mobile phones or valuables using staffroom lockers and signing out every time you leave
- Avoiding being alone in any situation with a child as you may both be left vulnerable
- Avoiding physical contact unless absolutely necessary (when a child is injured or there is an emergency)
- Never leaving children alone unsupervised
- Being polite and friendly and treating everyone equally.

Monitor the areas you work in by:

- Being observant of children and adults together
- Being aware of children who may be left alone in an area for a long time, particularly if young
- Not accepting swearing, bullying or other unacceptable behaviours from any member of the public
- Being alert to any adult approaching, taking photographs or videos of children who are either alone or not seemingly related to them.

It is of vital importance that you do not investigate any child protection concerns; if the issue is investigated further, it can not only cause implications for the child and potentially put them at further risk, but you could also be putting yourself at risk. Report any concerns directly to Jane Apolloni or Debbie Carlisle.

In exceptional circumstances you may have concerns, about the conduct of a colleague. It is important that you observe the points in this leaflet and inform the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead. They will refer the matter to Children's Social Care Services and the Lead Authority Designated Officer (LADO) will co-ordinate any future actions. If the concern is about the Headteacher, you may contact the Chair of Governors via school. You may also “whistleblow” and refer to Children's Social Care Services First Contact team on 01642-726004 or the police direct.

St Thomas More Primary school has a Child Protection policy to deal with such occasions and it is not helpful to either the child or adult if you delay or ignore the situation, however difficult it might be. You can find the Child Protection procedures and safeguarding documents in the staff room on the safeguarding board, in the main school office and on the school website .

Contact:

**St Thomas More Primary School, Erith Grove, Middlesbrough, TS4
3QH**

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Website: stthomasmore@mcschools.org.uk