

St Gregory's Catholic Middle School

"Living, learning and growing together with Jesus."

SAFEGUARDING CHILDREN

Information for Visitors, Governors, Supply Staff and Newly Appointed Staff

1. Child protection advice:

As a school we are committed to safeguarding and promoting the wellbeing of all the children in our care and we hope this document will provide some useful advice when working with young people at St Gregory's Middle School.

2. What are my responsibilities as an adult working with children:

All adults who come into contact with young people in their everyday work, whether paid or voluntary, have a legal duty to safeguard and promote the wellbeing of children.

3. DBS (Disclosure & Barring Service) checks:

St Gregory's recruitment and selection procedures specify that all adults working with children have DBS check to ensure that all unsuitable people are prevented from working with children.

DBS forms are available from the school Personnel Officer who will help you complete the application and advise you on required documentation.

It is essential that you inform the Headteacher immediately if you become subject to and criminal investigation, caution or conviction.

This is to protect you as well as the young people in your care.

A copy of St Gregory's Safeguarding Policy is available online.

4. What should I do if I am worried about a child:

If, while you are working with young people, you become concerned about:

- Comments made by the young person
- Any unexplained marks or bruising
- Changes in a young person's behaviour or demeanor
- Comments made by young people about others

Please report these concerns immediately to Aoife Greaves(the designated person) or in her absence Frances Topa, the head teacher.

5. What should I do if a young person discloses that she/he is being harmed:

Young people rarely lie about such matters so it is important to take this seriously:

- Listen to what is being said without passing comment or displaying shock and disbelief: in short accept what is being said.
- Allow the young person to talk freely
- Reassure the young person that you will be supportive but do not make promises that you will be unable to keep.
- Do not promise confidentiality but explain to the young person that you will have to share this information with someone else in order that you can help further.

- It is important not to interrogate the young person or ask leading questions: just encourage them to talk.
- Reassure the student that it is not their fault.
- Stress that it was the right thing to share this information
- Do not be drawn into criticising the alleged perpetrator; remain sympathetic but impartial

Immediately record the details of the disclosure, including wherever possible the exact words or phrases used by the young person. The details should be returned in writing to the designated person (Aoife Greaves), the Headteacher or another member of the Senior Management Team to enable the matter to be dealt with promptly and in the most appropriate way. Please ensure you have signed and dated the information.

6. What should I do if the alleged abuser is a member of staff:

You should report such allegations to the Headteacher as soon as possible (or in the case of it being the Headteacher) to the Executive Principal, to the Chair of Governors or the Local Authority Designated Officer(LADO) for Safeguarding Children on 01234 267422.

7. How to ensure that my behaviour is always appropriate?

All good relationships are based upon mutual trust and respect. Young people are often spontaneously affectionate and tactile,(e.g. By shaking hands) and it is important not to alienate them through a lack of response or appearing to reject this. You should, however, be very careful about physical contact with young people.

If you are working with a student on his or her own ensure that a door is left open and that you are visible to other adults.

Do not photograph students unless it is with official permission and avoid exchanging personal emails or texts. You should not give young people your personal contact details. Avoid all contact with students on internet social networking sites.

8. Vulnerable Children

As adults working with children we need to be aware that there are a range of vulnerable children and that all children can be vulnerable at one stage or other of their school career. Some of the categories of vulnerable children include: Looked After Children, Travellers, Refugees, Asylum Seekers, SEN, EAL and Disabled (not always a visible disability), this is not exhaustive list.

Summary

Everyone who visits or works at St Gregory's has a responsibility to make sure that young people are safe and happy. This document is to show you what is expected. If you are unclear about any part of it, it is essential that you speak to someone in authority to achieve clarity.

Please keep it in a safe place so that you can refer to it again in the future.

Remember, if you are worried about the safety or wellbeing of any young person in our school, in law you **MUST** report this to the designated person (Aoife Greaves), the Headteacher or another member of the Senior Leadership Team.