

## What Do I Do If I Am Worried About A Child?

If you become concerned about:

- Something a child says
- Marks or bruises on a child
- Changes in a child's behaviour

...follow these procedures:

- You must inform the Designated Safeguarding Lead (DSL)
- If you are not sure, then take advice from the DSL
- Be aware that child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability
- Read the Child Protection and Safeguarding Policy which can be found on the website:  
<http://holyfamilycrompton.co.uk/wp-content/uploads/2022/01/Child-Protection-Policy-2021.pdf>
- Sometimes a child may disclose information to you. If this happens then the following actions must take place.

## What Do I Do If A Child Discloses They Are Being Harmed?

- React calmly
- Listen carefully to the child
- **DO NOT** promise confidentiality. Explain that you may need to pass on the information if you feel they may not be safe
- You can clarify by using, "tell, explain, describe or outline" but as soon as your concern is confirmed ask no further questions, as enquiries may be compromised
- Reassure the child that they have done the right thing
- Record carefully what was said. Date, time and sign the record and pass to the DSL or Deputy DSL. (Forms are stored on staffroom wall)

**Only trained investigators should question a child**



# Holy Family Catholic Primary School & Nursery

## ‘Working Together’

### School Visitor

## Safeguarding Guide

At Holy Family Primary School all staff, children, parents, governors and visitors to the school aim to be

### ‘Working Together’

to safeguard. This guidance is an essential read so that you can work with us.

## Safeguarding Staff

### **Designated Safeguarding Leads (DSL)**

Mrs Helen Rooney  
(Headteacher)

Mrs Stephanie Quigley  
(Deputy Headteacher)

### **Other designated staff**

Mrs Debra Featherstone (Learning Mentor)

Miss J Kenworthy (Clubhouse Manager)

All staff have received basic safeguarding training.

### **Governor in charge of Safeguarding**

Mr J. Wilson

Mrs C. Rixham

## Visitor Procedures

All visitors **MUST** report to the main reception.

- ✓ All visitors will be asked to sign in
- ✓ All visitors will be issued with a visitor's sticker
- ✓ Visitors are asked to remain under the supervision of a designated member of staff whilst on site
- ✓ Visitors wishing to speak to a member of staff should telephone first to make an appointment to avoid disappointment
- ✓ All visitors must behave in an appropriate manner
- ✓ All visitors must sign out before leaving the site

## Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure, the following actions must take place:

- ✓ Immediately inform the Headteacher
- ✓ In their absence, immediately inform the Deputy Headteacher

### Keeping Yourself Safe

- ✓ Be professional. Be careful how you interact with, or speak to, a child, the child may interpret it differently
- ✓ Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- ✓ Avoid being on your own with a child, always ensure that a door is open and that you are visible to others
- ✓ It is best not to do anything for a child that they can do for themselves
- ✓ Always tell someone if you feel uncomfortable with a child's actions towards you – log the time and date it and pass to a member of the Safeguarding Team

**REMEMBER. If in doubt - ask!**