

## **Safeguarding and the Promotion of the Welfare of Pupils**

The welfare of the children at St Mary's School is considered to be paramount.

It is the duty of all members of staff to:

- Provide a safe environment in which the children can learn
- Identify children who may be in need of extra support or who are suffering, or are likely to suffer, significant harm
- Promptly raise concerns with the School's Designated Safeguarding Lead

The Lower School's Designated Safeguarding Leads:

- Miss Natalie Crewe (DSL)
- Mrs Emma Stanhope (DDSL)
- Mrs Denise Adamson (DDSL)

Please contact the school Office if you wish to speak to one of the Designated Safeguarding Leads whilst you are on the school site.

Visitors to the school must not take photographs of pupils without permission.

### **WHAT DO I DO?**

If you suspect a child is being abused, a child confides in you, someone has a concern or makes a complaint about any adult or about you; it is your duty to report it.

If a child tells you that they are being abused, you should do the following:

- Allow the child to speak without interruption.
- Be understanding and reassuring but do not give your opinion—even if asked.
- Tell the child that you will try to offer support but that you must pass the information on—DO NOT promise confidentiality.
- Record the information as soon as possible using the words that the child has said wherever possible.
- Pass your notes to the school's Designated Safeguarding Leads
- Ensure that the child is kept safe—remember that the welfare of the child is paramount.
- If you are concerned about a child's safety and well-being, or if there is a concern, complaint or allegation about an adult or yourself, you should do the following:
  - Inform the School's Designated Safeguarding Leads immediately
  - Write careful notes about what you witnessed, heard or were told
  - Sign, date and pass your notes to the School's Designated Safeguarding Leads
  - Try to ensure that no-one is placed in a position which could cause further compromise.
- If the child is at immediate risk of significant harm, contact the police or social services. Anyone has the right to report concerns and/or make a referral.
- You must refer concerns—DO NOT investigate them yourself as this may compromise any possible police investigation.

Essex Duty Local Authority Designated Officer 03330 139797

Out of Hours 03456 061212