



SAFEGUARDING PUPILS
AT
ST.PAUL'S WITH ST.MICHAEL'S PRIMARY SCHOOL

At St.Paul's with St.Michael's Primary School we all work together to keep pupils safe by:

1. Providing a safe environment in which to learn; and
2. Identifying pupils who are suffering, or likely to suffer, significant harm and taking appropriate action with the aim of making them safe both at school and at home.

Staff guidelines (including regular visitors/volunteers working with pupils)

If you think a child is in need because they are suffering, or likely to suffer, harm you MUST:

- Write down what you have been told or seen.
- Explain that you can listen to them but if you feel they are in danger of any harm then you will have to seek advice because you have a duty to protect children. Then reassure them that they can be helped and kept safe.
- Ask simple, open questions such as Whom? What? Where? When?
- Be discreet – say or do nothing to place the pupil or yourself at risk.
- Act promptly and share the information with your designated person for safeguarding at St.Paul's with St.Michael's School.

They are:

DESIGNATED TEACHER - Mrs. Kiyeran Lot (Head Teacher)/Emma Murray (SENco)
DEPUTY DESIGNATED TEACHER - Cairo Spencer/Sadaf Haq (if the above are absent)

YOU MUST NOT

- Make assumptions – keep an open mind.
- Ask leading questions or cross examine the pupil.
- Physically examine the pupil – unless an emergency and no first aider is present.
- Promise to keep secrets.

If your concerns or disclosures relates to a member of staff this should be shared with the designated officer immediately and nothing should be said to the colleague involved.

Our “Pupil Safeguarding Concern” proforma is on the back of this document. It may also be used for less urgent concerns.

If you are unsure of the school safeguarding procedures please see the designated officer immediately.

The procedures protect not only the pupils in our school. They protect the staff too.

PUPIL SAFEGUARDING CONCERNS

Form to be completed by an adult with a Safeguarding Concern and passed immediately to Mrs Lot or Ms Murray.

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| FULL NAME OF PUPIL | DATE LOGGED: CLASS | CONCERN LOGGED BY: |
| Give details of the nature of your concern. Please include timings if possible. | | |
| Action taken - designated person/deputy designated person to complete, sign and date | | |
| Sign: | | Date: |