

St Anne's Catholic Primary School Safeguarding Procedures

At St Anne's Catholic Primary School, we believe that safeguarding is the highest priority. These are the procedures for Volunteers, Teaching Students and School-aged Students coming into the school for various reasons. What are the purposes of these procedures?

- To ensure consistency of Safeguarding Procedures at every level. To ensure all adults in the school are aware of Safeguarding procedures.

At a glance: 2020-2021

<u>Adult Volunteers</u>	<u>Teaching Students</u>	<u>School-aged Students</u>
Lead: Mrs Hanorah Murphy (Deputy DSL) <ul style="list-style-type: none">• HM meets with adult volunteers.• HM to go through the Volunteer's Code of Conduct/ 'What to do if' procedure• HM to ensure adult signs the Code of Conduct.• Forms are given to N. Pilgrim/Admin File	Lead: Natasha Bisset (Deputy DSL) <ul style="list-style-type: none">• NB meets with teaching students.• NB to go through the Teaching Student's Code of Conduct/ 'What to do if' procedure• NB to ensure the teaching student signs the Code of Conduct.• Forms are given to N. Pilgrim/Admin File	Lead: Lynda Simpson (Lead DSL) <ul style="list-style-type: none">• LS meets with school-aged students.• LS: 'What to do if' procedure• LS to go through the School-aged Student's Code of Conduct.• LS to ensure the school-aged student signs the Code of Conduct.• Forms are given to N. Pilgrim/Admin File

To strive for consistency, we will:

- Meet with the volunteer's/teaching students/school-aged students'/ Day visitors on arrival at St Anne's.
- Ensure that paperwork is completed promptly.
- Paperwork be logged / updated.

Ensure Supply Teachers receive procedures