

### Safer Recruitment

When recruiting new staff at St Paul's at least one member of the interview panel will hold the Safer Recruitment training and certificate.

### Allegations against Staff

Any concerns about a member of staff's conduct should be passed to the Headteacher. The Chair of Governors will be informed and a full investigation will be carried out.

### Confidentiality

Members of staff may have access to confidential information, on a need to know basis, about pupils in order to undertake their responsibilities.

In some circumstances the information may be highly sensitive. Confidential or personal information about a child or her/his family will only be discussed on a need to know basis. In some exceptional circumstances, this may include Governors. Children's and staff records are all kept securely.

### Children with SEND

We recognise that statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. All members of staff who support these pupils will be made aware to the need for vigilance for signs of abuse.

### Photographing Children

We understand that at times parents like to take photographs or videos of their children during school events. However, there are restrictions on the use of images of children and parents must not post any images taken during school events on any social media site. The school will always obtain parental permission for any photograph taken and used by the school. This is given on entry to the school but parents can withdraw or give consent after this at any time.



### Transporting Pupils

In certain situations, e.g. out of school activities, trips and residential visits, children will be transported by school minibuses.

Staff have been trained and registered as being able to drive and transport your children.

### Prevent Duty

In order for schools and childcare providers to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified.

To help minimise the risk of children being radicalised the school's curriculum promotes British Values.

All Staff are trained in the Prevent Duty to ensure that they can identify pupils at risk of radicalisation and know what to do if they feel a pupil is at risk of radicalisation.



## **St Paul's Catholic Primary School and Nursery**

# **Safeguarding Information For Parents**

**Bourne Road  
PO6 4JD**

**Phone: 023 9237 5488**

**Email:  
admin@st-pauls.portsmouth.sch.uk**

## Introduction

This leaflet is designed to provide some useful advice and guidance on safeguarding. At St Paul's, we are committed to safeguarding and meeting the needs of all children and adults at risk. If you have any concerns about a young person you meet at St Paul's, you should immediately report this to a member of staff.

The designated staff responsible for Safeguarding at St Paul's are:



Zoe Killick

Designated Safeguarding Lead/Filtering & Monitoring Lead



Sophie Were



Abbie Cammiade



Steph Smith



Fiona Burgess



Laura Jones

'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play.

In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.'



## Governors

The Governing Body of St Paul's fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children. They review the Safeguarding and Child Protection Policy annually and ensure processes are in place. They adhere to Portsmouth's Safeguarding Board's Procedures. They recognise that all members of the school community including volunteers and governors will at all times play a full and active part in protecting our children from harm. The following policies are linked to the information contained in this leaflet:

- ◆ Safeguarding & Child Protection
- ◆ Health & Safety
- ◆ Positive Behaviour
- ◆ SEND and supporting Pupils with Medical Conditions
- ◆ Online safety
- ◆ Recruitment, Whistle Blowing

## Visitors to School

All visitors must sign in to the school office and wear a visitor sticker with name and picture. For all visitors, agency staff or volunteers, a green lanyard will be worn if a current DBS has been shared with the office staff. If there is no current DBS, a yellow lanyard will be worn, and then the volunteers must be supervised at all times.

## Site Security and Safety

Risk assessments are carried out regularly and for equipment daily. These daily assessments are recorded. Any Health and Safety issues must be reported to the Facilities Manager Mr Alex Doolan and the Headteacher, Mrs Zoe Killick.

All members of staff and visitors must wear Photo ID badges at all times. It is the responsibility of all members of staff to challenge any visitor that does not wear a visitor's lanyard.

At the beginning and end of the school day, all external doors are staffed whilst the main gates in the playground are open.

A Single Central Register holds information on all staff, volunteers and contractors working in the school. The Headteacher monitors it regularly in line with OFSTED requirements.

## Physical Contact and Restraint

Members of staff may have to make physical interventions with children. Members of staff will only do this where it is necessary to protect the child, or another person from danger. Where possible only a member of staff with appropriate training will physically restrain a child unless there is no other option to protect the child, other children or adults.

## Online Safety

We advise parents to be vigilant in the use of online equipment by their children. Parents should discuss how to keep safe when online with their children and monitor the use of social networking sites and the internet. In school we will teach children how to keep safe through E-safety workshops. Children are supervised at all times when online and understand that they must report anything they find inappropriate to an adult.

