

St Dunstan's Catholic School is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask any of the contacts named in this leaflet if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to the Senior Designated Lead for Safeguarding:

Mr Kenny - Head Teacher - **Or:**
Mr McLoughlin - Deputy Head Teacher
Mrs Bennett - SENDco
Mrs M Dowling - Parent Link Worker

St Dunstan's Catholic School

Drayton Road
Birmingham
B14 7LP

Telephone 0121 464 4648
Email: enquiry@stdunstans.bham.sch.uk
Website www.stdunstans.bham.sch.uk

CONTACTS

Head Teacher:

Mr Kenny

The Designated Safeguarding Lead for Children at St Dunstan's Catholic School is:

Mr Kenny - Head Teacher

Other Designated Persons are:

Mr McLoughlin - Deputy Head Teacher

Mrs Bennett - SENDco

Mrs Dowling - Parent Link Worker

Chair of Governors:

Mr R Caley

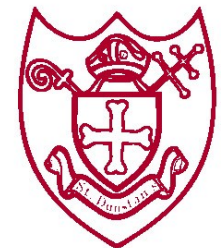
Safeguarding & Child Protection Governor:

Mr G Noone

Our Safeguarding and Child Protection Policy can be found on the school website:

ST DUNSTAN'S CATHOLIC

SAFEGUARDING INFORMATION FOR STAFF, VOLUNTEERS AND VISITORS



Updated January 2020

Safeguarding Information for Staff, Volunteers and Visitors

Our aim is to provide a safe and secure environment for our students, staff, volunteers and visitors. As a school we are committed to safeguarding and meeting the needs of young people, as set out in *St Dunstan's Safeguarding and Child Protection Policy and Keeping Children Safe in Education 2019* (available on the school website).

Security of Students, Staff, Volunteers and Visitors

All visitors should report to Reception on arrival and sign in electronically where they will be issued with a visitor's badge, which should be worn and visible at all times.

What are my responsibilities?

All those who come into contact with young people through their everyday work, whether paid or voluntary, have a **duty to safeguard** and promote the welfare of young people.

Disclosure and Barring Services (DBS)

All staff and regular volunteers will require DBS clearance. This is to help ensure that inappropriate people are prevented from working with young people.

What should I do if I am worried about a student?

If you become concerned about:

- Comments made by a student
- Marks or bruising on a student
- Changes in the student's behaviour or demeanour

Please report these concerns to either the school's Designated Senior Lead for Safeguarding (DSL): Mr Kenny - Head Teacher - or:

Mr McLoughlin - Deputy Head Teacher, Mrs Bennett—SENDco or Mrs Dowling - Parent Link Worker

What should I do if a student discloses that s/he is being harmed?

Although the likelihood of this is small, it is important to know what to do in such an eventuality.

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said
- Allow the student to talk freely
- Reassure the student, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the student that you have to tell the DSL, Mr Kenny - Head Teacher
Or: Mr Mark McLoughlin - Deputy Head Teacher
Or Mrs Bennett—SENDco
Or Mrs M Dowling - Parent Link Worker
- Do not interrogate the student or ask leading questions
- Reassure the student that it is not their fault
- Stress that it was the right thing to tell
- Listen rather than ask direct questions
- Do not criticise the alleged perpetrator

- Immediately record details of the disclosure on a **Notice for Concern** form, including wherever possible the exact words or phrases used by the student, and give this information to the DSL, Mr Kenny - Head Teacher - Or: Mr McLoughlin Deputy Head Teacher, Mrs Bennett—SENDco or Mrs M Dowling - Parent Link Worker
- To enable the matter to be dealt with immediately in the most appropriate way. Please ensure you sign and date your statement.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Head Teacher - Mr Kenny

What should I do if the alleged abuser is the Head Teacher

You should report such allegations to the Chair of Governors.

How do I assure that my behaviour is always appropriate?

- Maintain a professional approach towards students wherever and whenever you are in contact with them
- Social contacts outside school should be kept to a minimum. You should avoid, where possible the same social venues as students
- Avoid as far as possible being alone and isolated with a student. If you are working with a student on his/her own always ensure that the door is left open or that you can be visible to others
- **Facebook and similar social networking sites:** as a professional who works with young people, you need to take extra care to ensure that you don't inadvertently make your personal information available to the young people or parents of young people that you work with. This could leave you open to false allegations, misinterpretation, or the possibility of cyber bullying

Please help us to safeguard the young people in our care by following these guidelines