

curely, offer advice and support to colleagues, pass on concerns to the relevant authorities and liaise with social workers. The designated member of staff in the Federation are identified on the Safeguarding statement around the school.

- **Allegations against a member of staff:** Any concerns about a member of staff's conduct should be passed to the Headteacher. The Chair of Governors will be informed and an investigation will be carried out.
- **Single Central Record:** The Single Central Record holds information on all staff, volunteers and contractor working in the school. The administration staff are responsible for the upkeep of the SCR and the Headteacher monitors this regularly in line with the requirements of OFSTED.
- **Governors:** The Federation Governors are aware of their role in safeguarding children. They review the Safeguarding Policy annually and ensure independent contractors have the required child protection procedures. A designated governor liaises with the school to review all policies and procedures.
- **Pupils Physical Contact and Restraint:** Members of staff may have to make physical interventions with children. This should only be done by staff who have received the appropriate training and where necessary to protect the child / others from danger
- **Photographing Children** We understand that parents/ carers like to take photos/videos of their children in school plays, at sports day and presentations. This is a normal part of family life and we do not discourage parents from celebrating their child's success. There are however a num-

ber of restrictions on the use of images of children and also Health & Safety considerations. At the Federation we adhere to following guidelines: We seek written parental consent for the use of photographs for use by the school, this includes the school website and brochures, when a child joins the school. If visitors come to school to make videos or take photographs for use outside the school we will seek specific parental consent. Staff should be sensitive to the feelings of our pupils who may be uncomfortable about being photographed Staff should be aware of the use of flash photography and the impact it may have on some of our pupils. Children are never named in our publications.

- **Children with Special Educational Needs (SEN)** We recognise statistically that children with behavioural difficulties are most vulnerable to abuse. All members of staff who support these children will be made aware of the need for vigilance for the signs of abuse.
- **E-Safety** The school has a separate policy on internet use and E -Safety



## SAFEGUARDING

The Governing Body fully recognises that they have a duty to ensure arrangements are in place for safeguarding and promoting the well-being of children (Section 175 of the Education Act 2002). We adhere to the IOW Local Safeguarding Children Board Procedures. We 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.

St Thomas of  
Canterbury  
Catholic Primary  
School



- The following policies are linked to the information contained within this leaflet:

- **Safeguarding**
- **Health & Safety**
- **Behaviour**
- **Medication in School**
- **Anti-Bullying**
- **E Safety**
- **Recruitment**
- **Inclusion**
- **Whistle Blowing**

The information enclosed outlines how we as a community intend to keep our children safe. The policies and guidelines are not intended to be exhaustive but rather ensure we keep our children safe at all times.

- **Entry and Exit** from the school All visitors must use the main entrance during the school day. All visitors must report to the main reception. Visitors will be given a visitors badge. On this badge there will be Safeguarding Information and Fire Safety information.
- Children and Staff will understand that all adults who are visitors should be wearing a badge and if they are not that this should be reported to the front office immediately.
- **Staff/ Volunteers/ Visitors:** If a member of staff, visitor or volunteer has any concerns or queries about anything contained within this leaflet they should seek advice from a mem-

ber of the Senior Management Team immediately. All members of staff are required to wear their ID badges at all times. Windows should not be blocked or covered



- **Conduct:** Everyone in school is required to work in a professional way with children. Everyone should be aware of the dangers in:
  - **Working alone with a child ( a door should always be open with a clear view of the room)**
  - **Cultural and gender stereotyping**
    - **Dealing with sensitive information**
  - **Giving and receiving gifts from parents and children**
  - **Contacting children through private telephone (inc texting) emailing, MSM or social networking sites.**
  - **Disclosing personal details inappropriately,**

- **Meeting pupils outside of school hours or school duties.**
- **Confidentiality** Members of staff and governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or their family must never be disclosed to anyone other than on a need to know basis. Pupil and staff records are all kept securely.
- **Safer Recruitment:** When recruiting new staff at least one member of the interview panel must hold the Safer Recruitment certificate. Senior Leaders including governors hold this certificate.
- **Designated Members of staff:** The designated members of staff keep child protection records se-

