

Disclosure by a child

If a student discloses information about significant harm you should:

- Listen
- Tell the student that you need to tell someone else—you cannot promise confidentiality.
- Make accurate notes of what has been said by the student and pass this immediately to the DSL.

It is not your responsibility to investigate but to report to the Designated Safeguarding Lead.

Designated Safeguarding Lead:

Miss K Bakewell Head of School

Deputy DSL:

Mr P Booth Senior Teacher

Ms J Barnden SENDCo



Access to the Internet: All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask our Office Manager for details.

Visitors' Toilets: Located by the staffroom. Please ask at Reception for directions.

Parking and Disabled Access: Limited parking is available in our car park, but spaces can be reserved if necessary. There is ramp or flat access to all the main buildings. The first floor can be accessed via a lift.

Other General Information

Fire and emergency evacuation: If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble on the playground.

First Aid: Please ask at Reception if you need assistance.

Accidents and Incidents: Please report these to Reception.



St Thomas of Canterbury
Catholic Primary School

Welcome to St Thomas of
Canterbury Catholic Primary School.

Visitor and Safeguarding information



Please take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of children and this requires all staff and visitors to demonstrably share this commitment.

Contained in this leaflet is information about our child protection procedures and guidance on what you should do if you have concerns. You are responsible for reading and acting on this.

Safeguarding Children

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

- Please refer to the back page of this leaflet for contact details of our child protection team. Or, please contact Reception who can locate them for you.
- If there is any reason to suspect that a student has suffered bullying or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately. Our staff will then follow the procedures according to the school Safeguarding Policy.



WORRIED ABOUT A CHILD?

If you are worried a child is being harmed or is at risk, please contact the Children's Reception Team.

Tel: **0300 300 0117**
at any time, day or night (24 hrs)

In an emergency ring 999

KEEPING CHILDREN SAFE IS EVERYONE'S RESPONSIBILITY

Keeping everyone safe

We hope that you have an enjoyable visit to St Thomas of Canterbury Catholic Primary School. We need everyone to be aware that we all have responsibilities towards making our school a safe environment for all who are here – pupil, staff, family, governor and visitor.

As a visitor please remember the following:

If you are working in a 1:1 situation with a pupil we must have confirmation that all the necessary safeguarding checks have been carried out including enhanced DBS disclosure.

You must not have physical contact with a child

You must never exchange personal contact details with a child or arrange to meet them outside of the school environment.

The use of mobile phones and the taking of photos is not permitted unless prior of School or the Executive Headteacher



What is Abuse?

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

What is discrimination?

When people receive less favourable treatment in and grounds which cannot be justified. This covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for another dependant or where the person lives.

What is bullying?

A wilful, conscious attack on the self-esteem or the person of an individual student. It includes jibes, name-calling, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations