

Useful Information

Manchester Safeguarding Team—This useful website has all the contact details you will need about how we keep children safe in Manchester.
www.manchester.gov.uk/safeguarding

National Online Safety—This website is full of information on how we can keep children safe online.
<https://nationalonlinesafety.com/>

Prevent—You can access support through this website if you are concerned that a child is at risk of radicalisation. [https:// www.lta.gov.uk/what-is-prevent/](https://www.lta.gov.uk/what-is-prevent/)

NSPCC—There is lots of useful information and activities on this site. <https://www.nspcc.org.uk/>

Childline— A free counselling service for children and young people. www.childline.org.uk



St Francis Roman Catholic Primary School



SAFEGUARDING

Information for visitors, supply staff and volunteers.

As an adult working with children, **YOU** have a duty to act when you have a concern about a child's welfare.

REMEMBER

Delay in reporting your concern could cause greater harm to a child.

School staff members are often the trusted adult children will make disclosures to. Not all abuse has physical signs.

If in any doubt, please pass on concerns to any member of school staff who will direct you to the Designated Safeguarding Lead.

WHEN TO BE CONCERNED

You should be concerned if you become aware of information that lead you to be worried about the physical, emotional or sexual wellbeing of a child.

The information you have may not be enough on its own for a child protection referral. However, it will help the safeguarding leads to build a picture of a child who may be at risk of harm.

Alerts

- ⇒ You may see physical signs
- ⇒ You may hear a worrying comment
- ⇒ You may pick up on emotional distress
- ⇒ You may notice change in behaviour
- ⇒ A child may make a disclosure to you

Harm to a child can be caused by:

- A parent or carer
- A family member or family friend
- Another child
- A stranger
- A member of staff or a visitor



Regardless of the source of harm **YOU MUST** report your concern.

If your concern is about a member of staff/visitor this must be reported immediately to the Head teacher or Designated Safeguarding Leader. Any concern about the Head Teacher should be reported to the Chair of Governors (information available at the school office).

WE ALL HAVE A DUTY OF CARE TO SAFEGUARD OUR PUPILS AT ALL TIMES.

During your time at St Francis the following information will support you to uphold your duty of care.

What must I do?

- ⇒ Know your role and do not ignore concerns.
- ⇒ Inform the relevant member of staff straight away.
- ⇒ Write down your concerns as quickly as you can. Share them verbally with the member of staff you have been signposted to.

St Francis Roman Catholic Primary School Safeguarding Team:

Mrs O'Dwyer

Miss Deighan

Mrs Blake



Dealing with a disclosure

- Listen – listen carefully to what is said. Don't interrupt or ask questions.
- Reassure – Remain calm, attentive and non judgemental. Never promise to keep a solid secret.
- Respond – Report your concerns to the DSL or other member of the safeguarding team as soon as possible.