

## Recording information.

Any concerns should be reported to the class teacher or designated officer as soon as possible and recorded on CPOMS



(All staff have a login — as this is online)

Any notes should include

1. Nature of your concern
2. Evidence which led to your concern
3. What was actually said by the child
4. What you did/ said
5. Your name, signature and date.

**It is not your responsibility to investigate any suspected cases of abuse but to pass on the information to the**

Kendal Rd,  
Kirkby Lonsdale,  
Carnforth, Cumbria  
LA6 2DN

Tel. 015242 71334

**Do remember that other people could misinterpret your actions no matter how well intended.**

**Please ensure that you sign in and out at the main entrance**

**Please collect a visitors badge from the school office**

- ◇ **If you have a DBS Check make sure the school office has a record of this.**
- ◇ **If you do not have a DBS Check please make sure staff are aware so appropriate precautions are taken.**
- ◇ **Always make sure that a member of staff knows where you are working**
- ◇ **Always engage in appropriate behaviour**
- ◇ **Do not join in with children's contact games or pick children up**
- ◇ **Do not make suggestive remarks and always use appropriate language**
- ◇ **Do not take children into a room on your own**
- ◇ **Do not make direct contact with children you have met in school by phone, email letter or social networking sites.**

**If you are concerned about anything always contact a member of staff and discuss the situation.**

### **Protecting yourself.**

Visitors to the school should ensure that anything they say or do with children is done openly and with the knowledge of staff in school.



**St. Mary's**

Church of England Primary School  
Kirkby Lonsdale

**Safeguarding  
Information**  
for adults, volunteers and  
visitors.



## SAFEGUARDING CHILDREN PROCEDURES

As a visitor in our school, either as a volunteer, contractor or someone who is working with our children it is important that you are aware of our safeguarding children procedures.

Our children's wellbeing is our highest priority. It is important that all adults in school know what to do if they have any concerns about a child and avoid any situation that may put a child and themselves at risk.

There may be times when you have cause for concern.

This could be marks or bruises, something a child says or the condition that they are in at school. E.g. hungry or lacking personal hygiene. You may be approached by a child who wants to talk to you about something that has or is happening to them.

Children tend to choose someone they trust or know well.



***In every case you should discuss concerns with one of our***

### ***Designated Safeguarding Leads:***

#### **Designated Safeguarding Officer**

**Mr B Jones - Headteacher**

[bjones@stmarys-kl.cumbria.sch.uk](mailto:bjones@stmarys-kl.cumbria.sch.uk)

#### **Deputy Safeguarding Officers**

**Mr D Bromley—Deputy Headteacher**

[dwbromley@stmarys-kl.cumbria.sch.uk](mailto:dwbromley@stmarys-kl.cumbria.sch.uk)

**Mrs K Jamieson—Deputy Headteacher**

[kjamieson@stmarys-kl.cumbria.sch.uk](mailto:kjamieson@stmarys-kl.cumbria.sch.uk)

**Safeguarding Governors:  
Jo Gill and Clair Davies MBE**

**Tel:015242 71334**

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

***Keeping Children Safe in Education***

## Disclosure from a child

- ◇ **Stay calm and controlled**
- ◇ **Be prepared to listen**
- ◇ **Do not make judgements**
- ◇ **Do not show revulsion or distress**
- ◇ **Do not make any promises**
- ◇ **Do not promise confidentiality make sure they know you have to report concerns to people who can help**
- ◇ **Make sure that names and details are not revealed to anyone outside school.**
- ◇ **Do not question the child**
- ◇ **Reassure the child they have done the right thing to tell**

If you are approached by a child wanting to talk, you should listen positively and reassure the child. Find a quiet place to listen and make sure you tell another adult what you are doing.

Dealing with issues of child abuse can be distressing but it is important to remember that children's names and details must remain confidential.

