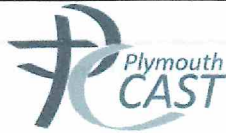


## Information for Visitors on Safeguarding in our Academy Trust



**Safeguarding**

*is*



***everyone's responsibility and if in doubt report it  
to the Safeguarding Team in school.***

### The Safeguarding Team in school:



**Mrs Paula Fearn**  
Headteacher  
[head@stmarysdorchester.dorset.sch.uk](mailto:head@stmarysdorchester.dorset.sch.uk)  
01305 262258



**Jo Bourne**  
Assistant Head  
[jbourne@stmarysdorchester.dorset.sch.uk](mailto:jbourne@stmarysdorchester.dorset.sch.uk)  
01305 262258



**Ellie Coffin**  
Reception teacher  
[elibby@stmarysdorchester.dorset.sch.uk](mailto:elibby@stmarysdorchester.dorset.sch.uk)  
01305 262258

## Welcome to our school

**St Mary's Catholic First School** is committed to safeguarding children and promoting children's welfare. **The school expects all staff, governors, volunteers and visitors** to share this commitment and **maintain a vigilant and safe environment**. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.



### Visitor Procedures:

- ⇒ All visitors must sign into the school
- ⇒ All visitors will be issued with an appropriate pass which must be displayed at all times whilst on the school site.
- ⇒ Visitors will be asked to remain under the supervision of a designated member of staff whilst on site
- ⇒ All visitors must sign out at the Main Reception before leaving the site
- ⇒ Do not give any personal information to pupils, such as your mobile number, email address or social networking information.

### E-safety:

- ⇒ **Mobile phones:** to protect our children we respectfully ask that you do not use your mobile phone during your visit. Please ask a member staff about the appropriate place where you can take calls if you are expecting one.
- ⇒ **Photographs:** under no circumstance should you take photographs of our children whilst at our school

### What do I DO if I am worried about a child?

If you become concerned about:

- ⇒ Something a child says
- ⇒ Marks or bruising on a child
- ⇒ Changes in behaviour or demeanour

Please report these concerns to the class teacher who, if they feel is appropriate, will pass the information on to one of the school Designated Safeguarding Leads. Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

#### **What do I Do if a Child Disclosures they are being harmed?**

- ⇒ Whilst this be an alarming situation is it important that you know what do in such an eventuality and for you to stay calm and controlled.
- ⇒ Listen carefully to the child, practically what is said spontaneously.
- ⇒ Remember not to show shock or disbelief.
- ⇒ Do not promise confidentially. Reassure the children but do not make promises that might not be possible to keep.
- ⇒ Do not interrogate or ask leading questions.
- ⇒ Reassure the child that it is not their fault and stress that is was right to tell.
- ⇒ Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass it on to one of the safeguarding Leads
- ⇒ Reassure the child that you will tell a Teacher or the Headteacher who will be able to help them further and keep them safe.

#### **Healthy and Safety :**

**Fire:** In the event of a fire alarm please use the nearest fire exit and make yourself know to the member of staff.

**Accidents and Illness:** All accident, regardless of severity need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged in the accident book.

**A copy of the schools safeguarding policy is located on the schools website or ask for a paper copy at the Main Reception area.**

#### **Outside agency support contact details:**

- Multi-Agency Safeguarding Hub (MASH) on **01202 228866** or email [MASH@dorsetcc.gov.uk](mailto:MASH@dorsetcc.gov.uk)
- LADO telephone 01305 221122 or 01305 228328
- NSPCC call our helpline on [0808 800 5000](tel:08088005000) – we're here 24 hours a day, 7 days a week [www.nspcc.org.uk](http://www.nspcc.org.uk)
- Childline call us free on **0800 1111** or visit [www.childline.org.uk](http://www.childline.org.uk)



**What is Abuse?** Child and Young Adult abuse is in any form of physical, emotional or sexual mistreatment or lack of care that leads to harm or injury qualifying as neglect. It commonly occurs within a relationship of the trust or responsibility and is an abuse of power or breach of trust. Abuse can happen to any children regardless of their age, gender, race or ability.

**What is Discrimination?** Discrimination occurs when people receive less favorable treatment on any grounds which cannot be shown to be justified. This covers race, ethnic or national origin, sexual orientation, disability, responsibility for other dependents, social class or where the person lives.

**What is CSE?** Sexual exploitation of young persons under 18 involves exploitive situation where a young person received something (e.g. food, alcohol, cigarette, affection, gifts or money) as a result of them performing, and/or another or others performing on them sexual activities.

**What is FGM?** It is illegal act of partial or total removal of external female genitalia for non-medical reasons.

**What is Prevent Duty:** A duty on schools to recognise that some children are vulnerable to radicalization and there is a clear safeguarding procedure in place to act upon any concerns. It is a **STATUTORY REQUIREMENT**.

**What has increased the risk of radicalisation?** Social media and the ability of organisations, such as ISI, to communicate their message to young people in other countries that would previously been more difficult.

**Thank you for taking your time to read this leaflet. Please stay vigilant and enjoy your visit to our school.**

**Plymouth CAST Safeguarding Leads:**

Plymouth CAST's Designated Safeguarding Lead (DSL):

**Kim Wathen**

T: 07889 213576

E: [safeguarding@plymouthcast.org.uk](mailto:safeguarding@plymouthcast.org.uk)

E: [kimberley.wathen@plymouthcast.org.uk](mailto:kimberley.wathen@plymouthcast.org.uk)

Senior Leader with responsibility for overseeing Safeguarding:

**Matthew Barnes**

T: 07889 213575

E: [matthew.barnes@plymouthcast.org.uk](mailto:matthew.barnes@plymouthcast.org.uk)