

### Professional Conduct

All adults working with children must maintain appropriate professional boundaries.

Appropriate relationships with pupils should be based on mutual trust and respect.

If you need to work individually with a child:

- Ensure staff are aware
- Remain visible where possible
- Use rooms with vision panels or keep doors open where appropriate
- Follow the school's guidance regarding appropriate physical contact

### Concerns About Adults

If you have a concern regarding the behaviour of a member of staff, volunteer or visitor, report this immediately to:

**Miss Emma Finnegan**

Headteacher

If your concern relates to the Headteacher, report it to:

**The Chair of Governors, Mr John Lenihan**

via the School Office

### Online Safety

Children can be harmed online as well as offline.

Any concerns relating to:

- Social media
- Online communication
- Inappropriate content
- Online bullying
- Gaming or messaging platforms

must be reported immediately to the safeguarding team.

### Prevent Duty

St Bernadette's Catholic Primary School is committed to safeguarding children from all forms of harm, including radicalisation and extremism.

Any concerns that a child may be vulnerable to radicalisation, extremist influences or exploitation must be reported immediately to the safeguarding team.

**Prevent Single Point of Contact: Miss Emma Finnegan, Headteacher**

### Remember

Safeguarding is everyone's responsibility.

No concern is too small.

It is always better to share a concern that turns out to be unfounded than to miss an opportunity to protect a child.

## ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL



### Safeguarding Information for Visitors, Volunteers and Contractors

**Safeguarding is everyone's  
responsibility**

**If you have a safeguarding  
concern during your visit, speak  
immediately to a member of the  
safeguarding team.**

**"Be kind and compassionate to one another"**  
Ephesians 4:32

## Welcome

At St Bernadette's Catholic Primary School, safeguarding is everyone's responsibility.

We are committed to ensuring that all children are safe, happy and protected from harm. During your visit, if you have any concerns about a child or an adult's behaviour, you must report these immediately.

This leaflet has been provided to help you understand your safeguarding responsibilities whilst on our school site.

## While You Are On Site

Please help us to keep children safe by following school procedures at all times.

All visitors and volunteers must:

- ✓ Sign in and out at Reception
  - ✓ Wear their visitor lanyard at all times
  - **Green Lanyard** – Indicates that appropriate DBS clearance has been verified by the school.
  - **Red Lanyard** – Indicates that DBS clearance has not been verified by the school. Visitors wearing a red lanyard must remain under the supervision of a member of staff at all times and must not be left alone with children.
  - ✓ Follow the instructions of school staff
  - ✓ Remain professional at all times
  - ✓ Ensure a member of staff knows where they are working
  - ✓ Report any safeguarding concerns immediately
- Visitors and volunteers must not:
- ✗ Photograph or video pupils
  - ✗ Exchange personal contact details with pupils
  - ✗ Connect with pupils via social media
  - ✗ Arrange to meet pupils outside school
  - ✗ Enter restricted areas without permission
  - ✗ Use mobile phones around pupils unless authorised

## Our Safeguarding Team

### Designated Safeguarding Lead (DSL)

Mr Alex Carroll  
Deputy Headteacher



### Deputy Designated Safeguarding Leads (DDSLs)

Miss Emma Finnegan  
Headteacher



Mrs Vicki Taylor  
SENDCo



Miss Joanne Finnegan  
Pastoral Support Worker  
Miss Ciara Belcher  
Reception Teacher  
Mrs Linda Canning  
Inclusion Lead

Miss Daniela Di Pierri  
Assistant Headteacher



Mrs Esther Hill  
Assistant Headteacher



## If You Are Worried About A Child

You may become concerned because of:

- Something a child says
- Marks, injuries or bruising
- Changes in behaviour or presentation
- Concerns regarding attendance, hygiene or wellbeing
- Concerns relating to online safety

### What should you do?

**Speak immediately to a member of the safeguarding team.**

Do not investigate the concern yourself.

Do not assume someone else has reported it.

**If in doubt, report it.**

## If A Child Makes A Disclosure

If a child tells you something that concerns you:

Do:

- ✓ Listen carefully
- ✓ Stay calm
- ✓ Reassure the child
- ✓ Explain that you cannot keep secrets
- ✓ Record what was said using the child's own words
- ✓ Report the concern immediately to a DSL or DDSL

Do Not:

- ✗ Promise confidentiality
- ✗ Ask leading questions
- ✗ Investigate further
- ✗ Criticise any person involved
- ✗ Ask the child to write a statement