

# Safeguarding Children

Our prime responsibility as a school is to ensure that all children are safe. Safeguarding can be defined as:

*“The process of protecting children from abuse or neglect, preventing impairment of their health and development and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully”.*

School plays an important role here. For St John the Baptist Primary School it means that we have procedures for the following: Child Protection, behaviour, online safety, visits, incident management, risk assessment, allegations of abuse, child absconding, information sharing, medical needs and supervision. A copy of our child protection policy is available from the school office, the school website and in the staff room.

**If you have a safeguarding concern, please complete a report on My Concern immediately.**  
**If this is an urgent concern, then find a DSL immediately – do not wait until your next break.**  
**Visitors to the school should report any concerns to a member of school staff**

## Key people and their responsibilities are as follows:

Catherine Thomas  
(Deputy Headteacher)  
**Designated Safeguarding Lead**



Katie Kilgallon  
(Assistant Headteacher)  
**Deputy Designated  
Safeguarding Lead**



Joy Salmon  
(Pastoral Care Co-Ordinator)  
**Deputy Designated  
Safeguarding Lead**



Toni Mason  
(Headteacher)  
**Deputy Designated  
Safeguarding Lead**

It is important to avoid any coaching of a child during a disclosure. Any early discussions with the child should, so far as possible, adhere to the following basic principles:

- A. **Listen** to the child, rather than directly question him or her
- B. **Never stop** a child who is freely recalling significant events
- C. **Make a note** of the discussion, taking care to record the timing, setting and personnel present as well as what was said.