

# Safeguarding



ST. NORBERT'S  
CATHOLIC PRIMARY SCHOOL

 **St Thérèse  
of Lisieux**  
Catholic Multi Academy Trust

## Parent Pocket Guide



ST. NORBERT'S  
CATHOLIC PRIMARY SCHOOL



**Saint Norbert's Catholic  
Voluntary Academy**



Telephone 01775 722889

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**Saint Norbert's Catholic Primary School**

Article 19: Governments must do all they can to ensure children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Our school recognises our moral and statutory responsibility to safeguard and promote the welfare of students. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and will follow our procedures to ensure that children receive effective support, protection and justice.'

We have put together this booklet to give you some information about how we meet our safeguarding and child protection responsibilities. We have also included some tips to help you to keep your child safe.

### **What is the difference between Safeguarding and promoting the welfare of children, and Child Protection?**

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care.

Child protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. In summary, safeguarding is proactive and child protection is reactive.

Our Acting Headteacher is **Mrs J Withers**.

Our Designated persons (DSL's) are **Mrs J Withers Miss S Bools and Mrs J. Jameson**.

Our Safeguarding Governor is **Mr. Phil Callow**.

If you have any questions about this booklet, or if you would like to see our Safeguarding policy please contact the school on 01775 722889 or look at the website.

**IF YOU ARE CONCERNED ABOUT THE SAFETY OR WELFARE OF YOUR CHILD, OR A CHILD YOU KNOW, YOU SHOULD ACT WITHOUT DELAY. YOU CAN ASK FOR ADVICE, OR REPORT YOUR CONCERN TO:**

In almost all circumstances, we will talk to you about our concerns and we will also tell you if we feel we must refer our concerns to children's social care. We will ask your consent to make a referral, but in some circumstances we may need to make the referral against your wishes. We will only do this if we genuinely believe that this is the best way to protect your child, and the fact that you did not consent to the referral, but in some circumstances we may need to make the referral against your wishes. We will only do this if we genuinely believe that this is the best way to protect your child, and the fact that you did not consent to the referral will be recorded.

If we think that talking to you first might in some way increase the risk to your child, we will report our concerns to Children's Social Care and take advice from them. We will normally tell you that a referral is being made and we will record the reasons why we decided to follow this course of action. All child protection records are kept separate from your child's general school file. Records are stored in a locked cabinet or drawer, and if stored on computer they are password-protected. The only staff who have access to the records are those who need to know about the concerns in order to protect and support your child.

You can ask to see what information is held on your child, and we will normally agree to this, but if we are unsure we will seek advice from the local authority designated officer or children's social care first. Child protection is a very sensitive issue and it raises many questions and a range of strong emotions. We will do everything we can to support our students and you can be assured that any action we take will be in the best interests of your child.

### **Complaints procedure**

There may be an occasion when you need to tell us that there is something that concerns you. If you have a serious concern about the safety or welfare of your child or another student it may be dealt with under our child protection procedures. All other complaints, including those that may point to poor practice by a member of staff, will be dealt with firstly through the complaints procedure. You should take any serious concerns about the behaviour of a staff member directly to the Headteacher.

### **Ten tips for keeping calm in times of stress**

Some children and young people can behave in a challenging manner at times. They need to be taught the right way to behave and sometimes they test parents to the limit. The trouble is, if we lose our temper too often they may become frightened - or they may realise they have found just how to make us angry.

When you feel you are becoming angry or are ready to shout or respond physically, try these tips to calm down. They may defuse the situation and give you time to consider how best to handle it.

- take some deep breaths
- count to 10
- close your eyes for a moment, to decide what to say
- depending on the age of your child, tell them calmly but firmly to go to their room
- also, depending on the age of your child, leave the room and get some fresh air
- turn on some music - nothing too loud
- sit down
- hug a pillow!
- if another adult is present, hand over to them
- Phone a friend

### **What we will do if we have a concern about your child**

If we are concerned that your child may be at risk of abuse or neglect we must follow the procedures in our safeguarding policy. You can look at the policy in school, or download a copy from our website. The procedures have been written to protect all students. They comply with our statutory responsibilities and are designed to support students, families and staff. The procedures are based on the principle that the welfare of the child is the most important consideration. will be recorded.

### **Children's Services Customer Service Centre**

Telephone: on 01522 782111 during office hours

Out-of-hours duty team

Telephone: 01522 782333

### **Police**

Telephone: Emergency dial 999

Telephone: Non Emergency dial 101 or

Spalding Police Station contact number: 01775 722233

### **NSPCC child protection helpline**

Telephone: 0808 800 5000

Many people worry that their suspicions might be wrong, or that they will be interfering unnecessarily. If you wish, you can telephone for advice without identifying the child. If the conversation confirms that you are right to be concerned you can then give the child's details. You will be asked for your name and address too, but the agencies will take anonymous calls, so if you really do not want to say who you are, you do not have to.

Remember, it is always better to be safe than sorry.

We help to keep students safe by:

- having an up to date safeguarding policy
- having other safeguarding policies, such as anti-bullying, Health and safety and Esafety
- checking the suitability of all our staff to work with children
- encouraging students to tell us if something is wrong
- adhering to health and safety regulations
- training all our staff to recognise and respond to child welfare concerns
- appointing a designated person who has additional training in child protection
- working in partnership with parents and carers
- sharing information with appropriate agencies if we have concerns
- managing and supporting our staff team

### What is abuse?

Being mistreated or abused (sometimes called 'Significant Harm') is defined as Sexual Abuse, Physical Abuse, Neglect or Emotional Abuse.



#### Physical Abuse

When an adult deliberately hurts a child, such as hitting, shaking, throwing, poisoning, burning, drowning or suffocating.



#### Emotional Abuse

This would happen, for instance, when a child is all the time being unfairly blamed for everything, or told they are stupid and made to feel unhappy.



#### Neglect

Where a child is not being looked after properly, for example, not getting enough to eat or being left alone in dangerous situations.



#### Sexual Abuse

An example of sexual abuse would be where a child has been forced to take part in sexual activities or in the taking of rude photos.



#### Bullying

E.g. calling names, damaging property, stealing, spreading rumours, cyberbullying, hurting, getting people into trouble



#### Domestic Abuse

When one adult in a family or relationship threatens, bullies or hurts another family member e.g. physically, psychologically, emotionally, sexually or financially