



How we keep our children safe

An information leaflet for
parents/carers

The Safeguarding Team at Sacred Heart

If you have any concerns about the safeguarding of any of our children please report this immediately to our **Designated Safeguarding Lead/s** who are:



Lorraine Dolan-Walsh
Headteacher
Designated Safeguarding
Lead (DSL)



Siobhan Heffron
Deputy Head
Deputy DSL



Clare Bennett
Assistant Head
Deputy DSL



Yolande Harris
Family Engagement
Officer
Deputy DSL



Blon Byrne – Safeguarding Governor

Safeguarding Statement

- We understand our duty to safeguard and promote the welfare and wellbeing of children and young people in our care and those who work in the school. Through our work we aim to ensure a safe learning and working environment for pupils, staff and visitors alike. We take our responsibilities in relation to safeguarding and child protection very seriously.
- Where there are safeguarding concerns, staff communicate this to the school's Designated Safeguarding Leads.
- Access to the school site is closely monitored. All adults who come into contact with our children and young people, including visiting professionals, are appropriately checked.
- Employees of external organisations are requested to provide their DBS certificate alongside photo ID. Our recruitment procedures follow 'Safer Recruitment' guidelines.
- Staff receive regular training and updates on their professional responsibilities in relation to safeguarding and child protection. In addition, the school works very closely with other professionals to ensure our children and young people are kept safe.
- All visitors must enter the school site via the School Office where they will be asked to sign the Visitor's Book and read the safeguarding statement, they will then be issued with a visitor's sticker. Visitors without a DBS will be supervised at all times.
- Any allegation or disclosure involving someone who works with children in a paid or voluntary capacity must be reported directly to the Headteacher or a Senior Leader, unless it involves

them and it should then be reported directly to the Chair of the *Governing Body*.

We take the following measures to ensure the safety of your child:

- The school has a Child Protection and Safeguarding Policy which is read and understood by all staff and displayed for parents on our website.
- The school has a Safeguarding Team and a full-time Family Liaison Officer
- During school hours, access to the school can only be gained through reporting to the school office.
- All visitors to school are asked to sign in at the school office and wear a 'visitor' sticker while in the school building.
- Staff take a register at the beginning of the morning and afternoon sessions and regular headcounts are carried out during the day.
- Parents/carers must ensure that they contact the school by 9am on the morning of any absence that their child may have. Parents/carers will be contacted by school if a message has not been received. Our school attendance expectations/protocol are provided to all parents on admission and is available on our school website. Personal mobile telephones are not permitted to be used in school.
- Parents and carers sign a consent to give staff permission to take their child's photograph for appropriate and relevant school-based reasons.
- All staff in the school have undertaken an enhanced Disclosure and Barring Service check.
- The staff check all equipment both indoors and outdoors on a daily basis to ensure it is safe to be used by the children.
- The school has a Fire Safety Procedure, regular fire and lockdown drills to ensure the safe and swift evacuation or lockdown of the building.
- Parents/carers must consent where another person is going to collect a child from school. Give the name of the person collecting your child to the office, who will pass the information on to the relevant staff. The children will not be allowed to leave the premises until we clarify the identity of the person collecting the child.
- If a child has an accident while in school, the injury is treated by a trained first aider, recorded, and the information is passed on to the parents and carers at home-

time. If a child's injury or illness is deemed more serious, and an ambulance has to be called, all necessary measures will be taken to contact the parent/carer immediately. A member of staff will accompany the child in an ambulance if a parent/carer cannot be contacted.

- There may be times when our families will need additional support. Safeguarding Team staff can seek support and advice on your behalf from other agencies. We offer Early Help support to all of our families. Our full-time Family Liaison Officer, Mrs Harris can support all families at Sacred Heart.
- As a school, we do not tolerate verbal or physical abuse towards staff or members of our community and this may even result in that person being barred from the premises.
- All staff members complete training in Safeguarding and Child Protection every year.
- If Sacred Heart staff have concerns about a child they have a statutory duty to investigate this further. Our approach to working with parents/carers is one of transparency and honesty and our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers. **In most cases** parents/carers will be informed when concerns are raised about the safety and welfare of their child. Parents/carers will be given the opportunity to address any concerns raised.
- Parents/carers will be informed if a referral is to be made to the Children's Social Services or any other agency.
- Parents/carers **will not** be informed if it is believed that by doing so would put the child at risk and/or are advised not to do so by Children's Social Services. In such cases the Designated Safeguard Team will seek advice from Children's Social Care.

All of our Statutory and Non-Statutory Policies are available on our school website or by request through the school office.

If you would like to know anything else about how we keep our children safe or you have any questions about the information contained in this leaflet, please speak to a member of staff within the Safeguarding Team.