

## Whistleblowing/ Disclosure

Whilst in school, if you believe you have witnessed any inappropriate behaviour, please tell one of the designated safeguarding staff (Mrs Straker, Mrs Leask, Mrs Marshman, Ms Reid or Mrs Nail). Office staff will direct you to them. If you are on the premises before or after school, one of the DSLs will always be available. They all wear green 'Safeguarding Lead' lanyards to be easily identifiable.



# St Anthony's Catholic Primary School Visitors' Safeguarding Guidance

## WHAT IS SAFEGUARDING?

The Government has defined the term 'safeguarding children' in *Working Together to Safeguard Children*:

The process of 'protecting children from maltreatment, preventing impairment of children's health and development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to able all children to have the best outcomes.'



St Anthony's Catholic Primary School  
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Headteacher: Mrs Katrina Straker



At St Anthony's Catholic Primary School, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

## Welcome to St Anthony's Catholic Primary School



### Arrival

On arrival to the school, you will be asked to sign in and you will be given a visitor's badge. You must wear this at all times.

Should the badge get lost or damaged, please return to the office to get another one.

We hope you enjoy your visit to our school.

Please do not be offended when a staff member asks to see your badge as they will ask if it is not in plain sight.

### Casual Visitors

For the safeguarding of our children, it is important that you are not left unattended whilst you are in school. An adult will accompany you at all times. You will not be left alone with children. If, for any reason you find yourself alone with a child or children, please go to the nearest staff member immediately.

### Regular Visitors

As a regular visitor, the office staff will have a record of your DBS and photo ID. With completed checks, you may work unaccompanied with a child or group of children in an open area of the school.

### Working With Children

Should a child become ill or need to go to the toilet whilst working with you, please go to the nearest staff member for assistance. You should never accompany a child to the toilet or enter the children's toilets. Similarly, first aid must be administered only by trained school staff. These rules apply to all staff working in our school.

### First Aid

If you require a first aider whilst at St Anthony's, please approach the office who will be able to help you. If you need first aid urgently, please ask any staff member who will seek help for you.

### Our Safeguarding Governor is:

Mrs Anita FitzPatrick

### Our DSL is:

Mrs Katrina Straker

### Our Deputy DSLs are:

Mrs Lindsey Leask

Mrs Rebecca Marshman

Ms Alis Reid (Preschool)

Mrs Louise Nail

### Supporting a child with a disclosure

If a child shares something concerning with you, please follow these steps:

#### 1) Listen carefully and stay calm

- Give the child your full attention
- Remain calm and supportive—do not promise confidentiality
- Avoid showing shock or disbelief

#### 2) Use TED questions to encourage them

- Tell me what happened
- Explain what you mean
- Describe what happened

#### 3) Reassure the child

- Let them know they've done the right thing by speaking up
- Do not make promises you can't keep (eg confidentiality)

#### 4) Report immediately

- As soon as possible, inform the Designated Safeguarding Lead (DSL) or a member of the DSL team
- Do not investigate or discuss the disclosure with anyone else

#### 5) Record what was said

- Write down exactly what the child said, using their words, as soon as possible
- Note the date, time and your name
- Hand your notes to the DSL team immediately