

## Worried about a child?

If you hear or see anything of a sensitive nature, from or about any child, which causes you concern, please discuss it with a member of staff as soon as you can.

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. If, whilst working with a child, you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour

Please report these to one of our Safeguarding leaders:

Designated Safeguarding Lead  
**Miss Cheryl short**

Deputy Safeguarding Leads  
**Mrs Fiona Beardsley**

Director with responsibility for Safeguarding  
**Mr Adam Pritchard**

## Allegations against adults working with children

If you are concerned about the actions of an adult in school, then you should refer to the School Safeguarding Policy 2024-25, a copy of this can be obtained from the school website.

## Disclosure of abuse by a child

It is important to know what to do should a disclosure be made.

Please stay calm and controlled and follow this guidance:

- **Listen** to what is being said without displaying shock or disbelief.
- **Accept** what is being said.
- Allow the child to talk freely, listen to them.
- **Do not interrogate the child or ask leading questions.** Reassure the child that it is not their fault.
- Reassure the child that it is right to tell but do not make a promise of confidentiality. **Explain to the child that you have to tell their teacher or head teacher** in order that you can help them.
- Make them aware that their disclosure will be reported **only to those that need to know** and can help.
- **Record details of the disclosure immediately** on CPOMS or a cause for concern form (located in the school office) and **include the exact words or phrases used by the child.** Sign the record and record the date and time.
- **Never leave this until later in the day** - the DSLs may need to act immediately.
- **Report your concerns** on CPOMS or give your written record to one of the Designated Safeguarding Leaders.

**Everyone has a responsibility to make sure that children within St Thomas's C of E Academy are safe. Please do not decide to do nothing or leave our school without sharing any concerns.**

### **REMEMBER:**

**That children may not feel ready or know how to tell someone they are being abused.**



Growing, Learning and  
Shining together with God

# Safeguarding Procedures

**2024—25**

**At St Thomas's C of E Academy we are committed to safeguarding and meeting the needs of all of our children.**

*Designated Safeguarding Lead*  
**Miss Cheryl Short**

*Deputy DSLs*  
**Mrs Fiona Beardsley**

## Volunteers' and Visitors' responsibilities

All those who come into contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions and behaviour. You should avoid any contact with children which would lead any reasonable person to question your motivation and intention.

## Use of Social Media

Social media not be used to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claim for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the school into disrepute.

References should not be made to any staff member, pupil, parent or school activity/event unless prior permission has been obtained and agreed with the head of school.

## Use of mobile phones

You are not permitted to use your own mobile phone in school. Furthermore, you are not permitted to use your own mobile device in school to take or record any images of school children for your own records during the day.

## No go areas

Volunteers, contractors and visitors should only use the adult/staff toilets. When school is closed visitors should not enter, first aid rooms, school offices, and other private rooms without prior consent and without a valid reason.

## DBS Certificates

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Services (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

## Health and Safety

All accidents must be reported to the school office where first aid is available.

## Evacuation Procedures

### Discovering a fire

You must immediately sound the alarm by breaking the glass in the nearest "break glass call point"

### In the event of an alarm

You must stop what you are doing and leave the building via the nearest fire exit and gather at the fire assembly point— the school field.

**“Together, we nurture the seeds for success!”**

## Key Contact Numbers

**Multi Agency Safeguarding Hub**

**First Response**

**0800 1313126**

**Out of hours**

**07815 492613**

## Lockdown Procedures

### Alert to staff: 'Partial lockdown'

This may be as a result of a warning being received regarding the risk of air pollution etc. It may also be as a result of a reported incident in the local community with the potential to pose a risk to staff and pupils in the school.

#### Actions:

- Staff and pupils remain in the building
- Windows closed and doors locked
- No one to enter/leave the building
- Teaching and work to continue as normal

### Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

#### Actions:

- All pupils return to classroom
- Office staff should remain in their office
- External doors locked and classroom doors locked
- Windows locked and blinds drawn,
- Register taken and communicated via email to all staff to gain an attendance report.
- Pupils/staff sit quietly out of sight and in a location that would offer the greatest protection (EYFS—corridor/KS1—Library)
- Lights, smartboards and computer screens all turned off
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff/emergency services.

**At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.**