



It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility.

This leaflet has been given to you to make sure that you understand what is expected of you as a visitor. Please don't hesitate to ask a member of staff if you are unclear about anything you read.

If you have any concerns about the safety of any young person in our school, you **MUST** report this to the Designated Senior Person in school who will act with the child's best interest at heart.

Contacts

Headteacher
Mrs J McQuillan

Designated Safeguarding Leads
(DSLs)
For Safeguarding Children

Mrs J McQuillan
(Headteacher)
Mrs K Methven
(Assistant Headteacher)
Mrs J Finney
(Pupil and Leadership Support Manger)

Governor with
Safeguarding Responsibility

Fr J P Leonard

St. Edward's Catholic Academy
Newhall Road
Swadlincote
DE11 0BD

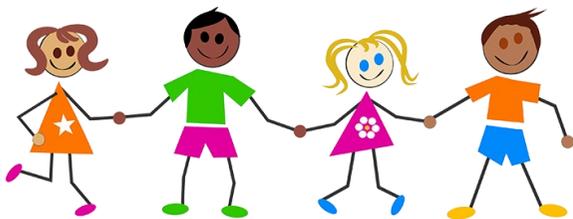


**St. Edward's
Catholic Academy**



**Safeguarding
Advice for Visitors**





On arrival in school you will be asked to sign in.

You will be required to wear a visitors' badge while in school.

You will be accompanied during your visit.

Thank you.

True Mind

True Heart

True Spirit

What should I do if I am worried about a child?

If whilst working with a child you become concerned for any reason:

- Comments made by a child
- Marks or bruises
- Changes in behaviour or demeanour

Please report your concerns to one of the DSLs named overleaf. The office staff will assist you in finding them.

What should I do if a child discloses that she/he is being harmed?

Record details of the conversation as soon as possible including exact words or phrases used by the child. Forms for this purpose are available from the DSL who will discuss the disclosure with you and will deal with it in the appropriate way. Please sign and date any records which you make.

What should I do if the allegation is about a member of staff?

You should report the allegations to the headteacher.

What should I do if the allegation is about the headteacher?

You should report it to the Chair of Governors.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children are based on mutual trust and respect.

Do not photograph children, exchange emails or text messages, or give out your own personal details.

Thank you for the time you have taken to read this.