

Safeguarding Statement

St Mark's Catholic Primary School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.



Mobile Phones

To protect our children we respectfully ask that you do not have your phone out or in use during your time in the school building. If this is an issue please contact a member of staff on arrival.

Photographs

Under no circumstances should you take photographs of our children whilst at our school.

USB sticks

We ask that you DO NOT attach a USB stick to any computer on the server in our school. Should you need to print, upload or transfer any files. Please see a member of staff about this as alternative arrangements can be made.

Finally, thank you for taking the time to read this information and for keeping our children safe during your visit.

Designated Safeguarding Staff

If you have any concerns about a child or member staff while at St. Mark's, please speak to one of the following members of staff immediately.



Mrs Linley
Principal
Designated Safeguarding Lead
(DSL)



Mrs Dykes
Assistant Principal
Designated Safeguarding
Officer (DSO)



Miss Dorsett
Assistant Principal
Designated Safeguarding
Officer (DSO)



Mrs Hussain
Attendance Officer



St, Mark's Catholic Primary School

*Proudly and joyfully, we love, live
and learn as God's children*

Safeguarding Information for Visitors



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

If you become concerned about:

- Something a child says
- Injuries or bruising on a child
- Changes in a child's behaviour or demeanour

Please report these concerns to a member of the safeguarding team **immediately** (see photos of designated staff in this leaflet).

Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability so we must have the attitude that 'it could happen here.'

What do I do if a child makes a disclosure?

- Listen carefully to the child, particularly what is said spontaneously.
- Remember not to show shock or disbelief.
- Do not promise confidentiality.
- Reassure the child but do not make promises that might not be possible to keep.
- Do not interrogate or ask leading questions.
- Reassure the child that it is not their fault; stress that it was right to tell.
- **Speak to a member of the designated safeguarding team immediately**, please do not leave it.

Be READY
Be RESPECTFUL
Be SAFE

Visitor Code of Conduct

Our school welcomes visitors to the school and expects all visitors to comply with all school procedures, particularly those in respect of Health & Safety and Safeguarding & Child Welfare.

At St. Mark's, we recognise that visitors can make an important contribution to the life and work of the school and that visitors themselves can benefit from contact with pupils and staff.

As a visitor to our school, we will require you to do the following in this order:

1. Report to the main school office
2. Sign in on the entry signage system
3. Receive a sign in badge and lanyard (please wear at all times)
4. Listen carefully to the safeguarding and the fire evacuation procedures
5. Depending on the purpose of your visit, you will be given information by the office team accordingly.

Health and Safety

Fire

In the event of a fire alarm, please follow and use the nearest fire exit (signposted around school). Please make yourself aware of the nearest fire exit.

Accidents and Illness

All accidents, regardless of severity, need to be reported to a first aider and the principal, Mrs. Linley. There are posters displayed around school showing who the first aiders are and who Mrs. Linley is.

Equality

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

Behaviour

Our aim is that our children achieve their God-given potential and lead independent and fulfilling adult lives. We enable this by building mutually respectful relationships with them and showing them how to have respectful relationships with each other. This helps children to reflect and recognise the importance of taking responsibility for their own behaviour and attitude. We expect all of our visitors to adhere to our behaviour and self-regulation policy.