

Types of Harm

Everybody has a responsibility to keep all children under 18 safe. Harm can be identified in the following ways:

Physical—when a child is deliberately hurt or injured. This includes female genital mutilation. Any person who believes that a child has been subjected to FGM has a legal responsibility to report this. It must be reported to the police.

Sexual—This is when a child is influenced or forced to take part in a sexual activity. This could be a physical activity or non physical eg being influenced, exposed to or made to look at an inappropriate images. This includes child sexual exploitation.

Emotional—This is when a child is made to feel frightened, worthless or unloved. It can occur through intimidation (eg shouting at), using threats or making fun of someone. It might also occur when children see their parents, families or visitors to the home, fighting, arguing or using other forms of violence.

Neglect—This is when a child is not being take care of by their parents/carers. It can relate to poor hygiene, poor diet, not keeping appointments for health or additional needs, not coming to school or begin left without supervision by a suitable adult.

Extremism and Radicalisation—the holding of extreme views which do not reflect British Values:

Democracy

The rule of law

Individual liberty

Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

Cyber—where the internet is used to coerce, bully or exploit a child. Where children are allowed access to unsuitable images, references or articles.

Health and Safety

Fire/Emergency Procedures:

Any person discovering a fire must:

- Operate the nearest fire alarm
- Dial 999 immediately using the nearest telephone

On hearing the fire alarm:

- The school fire alarm is a talking alarm— 'fire has been reported...'
- All pupils, staff and visitors must leave the building via the nearest exit
- Please take time to read the evacuation procedures displayed in each room
- At all times act quietly and remain calm, do not stop to collect personal belongings
- You must not re-enter the building until the Fire Marshall confirms that it is safe to do so

First Aid

If you require First Aid, please advise a member of staff who will assist you and enlist the help of a trained first aider.

If you have a medical condition which you would like us to be aware of, or if you will need any assistance during your visit, please inform a member of staff on arrival.

And Finally

You are very welcome at our school. We hope that your visit is an enjoyable experience and that you find the environment safe, welcoming and supportive.

If you would like to provide feedback on your visit, please email:

enquiry@stedward.bham.sch.uk

St Edward's



Catholic Primary School

Jesus is at the heart of all that we do

Safeguarding

Guide

For Visitors and Volunteers

All staff and governors at St Edward's Catholic Primary School fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children.

We adhere to Keeping Children Safe in Education 2025 (KCSIE) and Working Together to Safeguard Children 2023. A copy of the school's safeguarding policy is available on the school website or from the office.

<https://www.stedward.bham.sch.uk/safeguarding/>

Safeguarding Statement

At St Edward's we are committed to safeguarding and promoting the welfare of children.

We expect all staff, volunteers and visitors to share this commitment.

Therefore everyone is expected to be vigilant about children's safety and welfare.

This leaflet contains information about our expectations of you whilst visiting the school.

If you are unclear about anything in it, in the first instance, please speak to any of the member of the office staff. If further clarification is needed, contact a DSL/DDSL.

Please keep the guide in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Leads.

Our Safeguarding Team:



DSL Miss K Costello



DDSL Mrs J Kennett



DDSL Mrs S Doherty



DDSL Miss K Sankey



DDSL Mrs A Kendrick



DDSL Miss P Atkins



DDSL Miss T Edwards

Visitor Procedures

When you visit St Edward's Catholic Primary School there are some guidelines that you will need to follow:

- ◆ All visits to school must be pre-arranged
- ◆ On arrival, sign in at the school office
- ◆ Provide relevant documentation, such as ID
- ◆ Wear your visitor sticker/badge at all times whilst on the school site
- ◆ All visitors will be asked to remain under the supervision of a designated member of staff
- ◆ Mobile phones must be **switched off** and stored away safely. They are not to be used in the school building.
- ◆ No photographs, films or recordings may be made without the permission of the headteacher.
- ◆ If you see anything at all in relation to the safeguarding of children that concerns you, ensure that you report this to the DSL or one of the DDSLs.
- ◆ Sign out at the office when leaving the school site

Keeping Yourself Safe

- Be professional at all times
- Avoid being alone with a child, always ensure that you are visible to others
- Avoid physical contact with a child
- Never take a photograph of a child
- Never make contact with a child via social media
- You must report to a DSL immediately any inappropriate behaviour displayed by a child towards you

If in doubt... please ask

Staff Conduct

If you are concerned about the conduct of a member of staff during your visit the following actions must be take place:

- **Inform the Headteacher immediately**
- **In their absence, inform the Deputy**

What to do if I am worried about a child?

If you become concerned about:

- **Something a child says**
- **Marks on a child**
- **The demeanor of a child**

Please report these concerns to the class teacher or a member of school staff, who if they feel appropriate will pass the information onto one of the school's Designated Safeguarding Leads. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without a disability.

What to do if a child discloses they are being harmed?

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and to stay calm and controlled.

- Listen carefully to the child, particularly to 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
- Reassure the child that you will pass on the information to the relevant person who will be able to help them
- Do not interrogate or ask leading questions
- Record carefully what the child has said in their words, including how and when the account was given. Be factual and accurate.
- Report the concern to the DSL immediately.