

# St Anne's Catholic Primary School

## CHILD PROTECTION GUIDE FOR ALL STAFF & VOLUNTEERS

If anyone has a concern or suspicion about a child's welfare.

If an allegation is made by a child of a known or unknown adult, or another child

Listen, accept and reassure the child

You must inform the appropriate member of staff immediately.  
Strictest confidentiality must be adhered to and the concern must not be spoken about in general.

Our Child Protection/Safeguarding Officers/Designated Safeguarding Leads are:  
**Mrs R Crolla**, Headteacher. & Deputy Headteacher **Mrs Sharon Wylde**

The Child Protection & Safeguarding Governor is:  
**Mrs C. Foster**

If the child protection officers (DSLs) are not available, then contact  
**Mrs S. Evans Assistant Headteacher**  
**Miss S.Flaherty Well-being and Welfare Manager**  
who will seek advice

IF THERE IS A SAFEGUARDING ALLEGATION ABOUT A MEMBER OF STAFF OR A VOLUNTEER CONTACT

**Mrs R.Crolla**  
or  
**Mrs S.Wylde**

Advice from CONTACT

**01744 456600**  
**(9) 6600**

A decision will be made on any action to be taken

Record concern, include dates and time on CPOMS

Inform staff who are directly involved with the child – only information they need to know to ensure the child's safety.

**EHAT**

**Monitor**

**Make a referral to Social Care - CONTACT**

Inform Safeguarding 674424

Inform **Mrs R.Crolla** Headteacher

Contact parents if agreed

Follow up in writing to social care as soon as possible. All confidential notes and forms to be kept securely in Safe/ scanned into CPOMS.

Follow St Helens Safeguarding flow chart

**All current cases are regularly monitored by CP officers/Safeguarding Leads**

This flow chart is designed to guide you through what to do if you have child protection concerns. It cannot legislate for every eventuality. However there are some key principals:

- To seek advice from DSLs in school if you have child protection concerns. They will seek advice from social care.
- Always record incidents on CPOMS and alert relevant staff. Serious concerns refer to DSL.
- Treat Child Protection concerns strictly confidential and as a priority.