

If you wish to contact any of the safeguarding team whilst visiting St Matthew's the quickest and easiest route is to report to the main reception and request them to contact a member of the team.

## St Matthew's RC High School

### Child Protection and Safeguarding Team

**Ms Helen Nicholls** Designated Senior Safeguarding Lead

Mr Andrew Durcan Deputy Designated Safeguarding Lead

Mr Martin Devine Deputy Designated Safeguarding Lead

Mrs Rachel Walsh Deputy Designated Safeguarding Lead

#### All the named staff below are Level 3 Safeguarding trained:

- Ms Lucy Dooley Assistant Headteacher
- Mrs Michelle Fallon Pastoral Manager Year 7
- Mr Richard Boteng Pastoral Manager Year 8
- Ms Gail Matthew Pastoral Manager Year 9
- Mr Dale Latham Pastoral Manager Year 10
- Mrs Deborah Shaw Student Support Co-ordinator
- Mrs Patricia Dawson Student Support Co-ordinator
- Ms Jennifer Clarke Attendance Officer

**Please remember as a visitor you have a legal duty to take reasonable care for the safety of yourself and others.**

# St Matthew's RC High School



## Child Protection and Safeguarding

#### Information and Advice for:

Staff  
Governors  
Supply Teachers  
Invigilators  
Student teachers  
Mentors  
Peripatetic music teachers  
Visitors

*We Pray, We Care, We Achieve*

**2018-2019**

## Child Protection

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure that you understand what is expected of you. Please ask if you are not clear about anything and keep the leaflet in a safe place so that you can read it again if you need to.

If you are worried about the safety of any young person in this school, you must report this to a **safeguarding designate** in the school or a member of the Senior Leadership Team.

## What are my responsibilities?

All those who come into contact with children through their everyday work whether they are permanent staff or temporary staff have a duty to safeguard and promote the welfare of children.

At St Matthew's we have a detailed Safeguarding Policy, which outlines in detail the responsibilities of all staff.

## Which children need protection?

You may be aware whilst working with a student that there are some problems at home or elsewhere that give you cause for concern. You may notice unexplained marks or bruising, or changes in the students behaviour or demeanour. Sometimes students display aggressive behaviour, become withdrawn and uncommunicative or unable to concentrate.

They may be discussing inappropriate topics with their friends about life outside of school hours. You may hear something which raises concern about a student's safety or they may be expressing extreme views on a particular topic.

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

We have a number of designated people trained in Child Protection who will know what to do. Their **names and contacts are on the back of this leaflet**. You should find out who they are and report your concerns to them immediately. They will deal with the matter in an appropriate way.

## Fire and emergencies

If you hear the fire alarm sound (one continuous bell) please leave the building by the nearest exit. **DO NOT USE LIFTS IN AN EMERGENCY EVACUATION**. Then proceed to the assembly point located in the perimeter of the grounds. **DO NOT** re-enter the building until instructed to do so.

If you are unable to evacuate the building for any reason, please go to the nearest refuge bay (at the staircase at each end of the building) and sound the refuge alarm - this will alert the fire wardens of your location.

If you discover a fire then please raise the alarm by activating the nearest call alarm point which are situated on all escape routes. Then leave the building by the nearest emergency exit and proceed to the assembly point.

You should make yourself familiar with your nearest emergency exit indicated by a green sign with a running man and the evacuation notice displayed in each room / area of the school.

## Security

School takes security and safeguarding very seriously. If you witness any inappropriate behaviour or have any concerns please report this immediately to your host or reception.

## Smoking

St Matthew's RC High School operates a smoke free policy. Smoking of cigarettes, e-cigarettes and electronic nicotine delivery devices is not permitted anywhere in the school buildings or on the grounds.

## In School Safeguarding

Under no circumstances are passes and keys to be shared with pupils. Log-ons and passwords are not to be shared and no pupils must sit at and use a teachers computer.

## E-Safety

The use of technology has become a significant component of many safeguarding issues. At St Matthew's we have a rigorous **forensic online monitoring system** which analyses all computer use, by pupils and adults - this alerts designated staff immediately if there are any concerns.

### It is part of our e-safety policy that:

- Computer passwords are not shared;
- Only work email accounts are used;
- Personal email accounts, social media sites and personal phone numbers are not shared with students or parents.

## Reception and Safeguarding

All visitors must report to and sign in at the main reception on arrival at school where they will be issued with an ID badge. All visitors and staff must display a visible ID badge at all times whilst on the school site. All visitors meeting with a student(s) will be asked to produce their DBS details before entry into the school for this purpose is permitted. On leaving the school visitors must sign out and return the ID badge to reception.

## General Health

Your safety is of utmost importance to us. St Matthew's RC High School is a fully working school with many areas where practical activities take place. Please ensure that you follow the guidelines given to you by your host and / or the instructions displayed in the areas you are visiting. You may be required to wear protective equipment as identified by your host.

## Accidents, Injuries and First Aid

In the unfortunate event of an accident or injury, first aid is available. Advise any member of school staff if you require first aid and they will support your needs. All accidents must be recorded in the accident forms - located in the finance office, staffroom and main reception.

## What should I do if a child discloses that they are being harmed?

Although the likelihood of this is small, it is important to know what to do in such an eventuality.

- Listen to the student, without making judgements
- Take what they tell you seriously, students rarely lie about such matters
- Explain that you can't keep the information secret or confidential and must pass it on to someone who will know what to do next
- **Do not** interrogate the student and ask leading questions, such as 'What did he/she do next?'
- Try and convey to the student that they are not to blame for what has happened, though at the same time avoid criticising the abuser
- Do not make promises that you cannot keep but tell the student what you are going to do

## What should I do next?

- Make a record of the name of the student and what they said (in their words), ensure you also make a note of the date, time and place.
- Find a **designated** safeguarding person immediately and pass the information on.
- If you feel a child is in immediate danger **do not rely** on communicating the information by email - speak to a **designated** member of staff.
- Remember time is of the essence and information needs to be shared quickly

**If out of hours, or failure to find one of the designates, call Social Services and refer the situation on - contact number: 0161 2196191**

## What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the **designated member** of staff or directly to the Headteacher or a member of the Senior Leadership Team. If the allegation is about the Headteacher contact the Chair of Governors.

## How do I ensure that my behaviour is always appropriate?

- Appropriate relationships with students should be based on mutual trust and respect.
- Students can occasionally be spontaneously affectionate and tactile and it is important not to alienate them through your lack of response or by appearing to reject them. You should however, be very careful about touching students.
- Avoid being over familiar as this can be misinterpreted by a young person.
- If you are working with a young person on their own always ensure that the door is left open or that you can be visible to others.
- Never make arrangements to meet a student on their own outside school hours without school or parental permission.
- Do not photograph or record students, exchange non-school emails or text messages or give out your personal details eg social media information, personal phone number etc.
- Respect personal space and do not lean too close to a student when you are in class or helping them around school.
- Always keep language and conversation professional.
- Always wear appropriate professional dress.

**Peer on Peer abuse** can take many forms and should never be tolerated or passed off as 'banter'. **Abuse can be:** sexual violence and sexual harassment, physical abuse such as hitting, kicking, hair pulling etc. Sexting. Initiation / hazing type violence and rituals .

## Signs of Abuse

No single professional can have a full picture of a child's needs and circumstances. **Everyone** who comes into contact with children has a role to play in identifying concerns, sharing information and taking prompt action. Some of the following signs **might be** indicators of abuse or neglect

Neglect	Emotional	Physical	Sexual
Tired / listless	Failure to thrive	Unexplained injuries	Age inappropriate sexual behaviour / knowledge / promiscuity
<b>Unkempt</b>	<b>Attention seeking</b>	<b>Injuries on certain parts of the body</b>	<b>Wary of adults</b>
Poor hygiene	Over ready to relate to others	Injuries in various stages of healing	Running away from home
<b>Untreated medical conditions</b>	<b>Low self esteem</b>	<b>Injuries that reflect an article used</b>	<b>Eating disorders</b>
Constantly hungry or stealing food	Apathy	Flinching when approached	Depression
<b>Overeats when food is available</b>	<b>Depression</b>	<b>Reluctant to change</b>	<b>Self Harm</b>
Poor growth	Self harm	Crying / instability	Unexplained gifts / money
<b>Poor / late attendance</b>	<b>Drink/drug/solvent abuse</b>	<b>Afraid of home</b>	<b>Stomach pains when walking or sitting</b>
Being regularly left alone or unsupervised	Persistently being over protective	Behavioural extremes	Recurrent genital discharge
<b>Dressed inappropriately for weather conditions</b>	<b>Constantly shouting at, threatening or demeaning a child</b>	<b>Apathy</b>	<b>Sexually transmitted diseases</b>
Having few friends / being withdrawn	Withholding love and affection	Depression	
	<b>Regularly humiliating a child</b>	<b>Wanting arms and legs covered even in hot weather</b>	

**Child sexual exploitation (CSE)** is a type of sexual abuse involving control of a child through force, threats or manipulation. It can happen to both boys and girls. **Signs:** They are regularly suffering from sexually transmitted infections / they have unexplained physical injuries such as bruising / having mood swings or being emotionally volatile / self-harm or suicide attempts.

**Female genital mutilation (FGM)** also known as female genital cutting, is the practice of intentionally cutting or altering the female genital organs for non-medical reasons. **Signs:** Unexpected, repeated or prolonged absence from school / academic work suffering / have difficulty walking, standing or sitting / spend longer in the bathroom or toilet / appear withdrawn, anxious or depressed / ask for help, but may not be explicit about the problem due to embarrassment or fear.