

**Safeguarding at
St Nicolas C.E. Primary School**

The Designated Safeguarding Officers are:

Mr Spooner (Headteacher)



Mrs Page (Deputy Head)



Mrs Mathers (SENCO)



Mr T Churchill (HSLO)



**You can contact them via the school office or by telephone on
01235 520456.**

Anyone working at St Nicolas – whether paid or on a regular, voluntary basis is required to complete a DBS application. If you would like to be a regular volunteer, please see the office to complete a DSB application.

All new staff receive a safeguarding induction from the Designated Officer.

As a parent, volunteer or regular visitor to St Nicolas CE Primary School you will be in contact with children and in a position to get to know them well. You may develop a trusting relationship, observe changes in behaviour and sometimes you may be chosen by the child to share a confidence or concern.

Even if there is limited parental access to the classrooms due to pandemic restrictions, you may be in a position where a child shares a confidence with you which gives you cause for concern. It is important that you share those concerns with school or with a relevant safeguarding body.

Safeguarding is everyone's responsibility – we rely on all those working with children to take any suspicions, allegations or concerns about a child seriously. It is our collective responsibility to protect all children from physical, sexual and emotional harm, neglect and from radicalisation.

The school will provide parents / volunteers with a form for recording information and in the event of a disclosure you may receive, or a concern you may have, we will ask you to complete one.

How can you contribute?

- Ensure that your own behaviour is appropriate at all times.
- Take immediate steps if abuse is alleged or suspected by informing one of the Designated Officers of your concern.
- Record your concerns and give a copy to the Designated Officer you reported it to.
- Remember to put the welfare of the child / young person first.
- Never investigate concerns yourself.
- Do not share sensitive information with others.

What should you do if you suspect a child or young person is being abused?

- Inform one of the Designated Officers **immediately**.
- Record your concerns on the relevant form (or via email) and give a copy to the Designated Officer you reported it to.
- Do not share sensitive information with others

If a child or young person tells you they are being abused:

- Allow them to speak without interruption and accept what they say.
- Never agree to keep information confidential.
- Tell them you will help and explain that you must pass the information on to one of the Designated Officers.
- Tell one of the Designated Officers **immediately**.
- Record your concerns and give a copy to the Designated Officer you reported it to.
- Do not share sensitive information with others

If you receive an allegation involving a member of staff, a carer or a volunteer, including yourself:

- Tell the Headteacher or Senior manager **immediately**.
- Record what you have been told and give a copy to the Headteacher or Manager.
- Do not share sensitive information with others

Top Tips

Look out for any signs that cause you to be concerned about a child or young person.

Listen to what the child or young person has to say

Always keep a record

Act immediately

Email contact of out of hours notification:
Mr Spooner: head.3247@st-nicolas.oxon.sch.uk

Local Authority Safeguarding Team

Should you be unable to contact the schools Designated Officer i.e during the school holidays, you can contact the Multi Agency Safeguarding Team on:
0345 050 7666