



'St. Monica's Catholic Primary school is committed to ensuring that our children and young people are safe and feel safe.'

(Child Protection and Safeguarding Policy 2015)

Child Protection and Safeguarding procedure:

Stage One: The member of staff dealing with the child will listen carefully to their concerns and check any injuries the child may have.

Stage Two: A Safeguarding Lead Teacher will be informed verbally and a pink concern form will be completed.

Stage Three: The issue will be discussed with the **Multi-Agency Safeguarding Hub** and the next steps will be decided up by the Hub depending upon the severity of need identified.

Option 1: A further discussion with the child could take place. If it is decided that there is no need for any further action, the form will be filed and kept securely in the school's records. If further action is needed, options 2 or 3 will take place.

Option 2: A Safeguarding Teacher will contact the parents and invite them in to discuss the issue. If it is decided that there is no need for further action, notes from the conversation will be kept securely in the school's records. If further action is needed, option 3 will take place.

Option 3: A Safeguarding Lead Teacher will contact the Children and Families Helpline for advice.

All reported concerns and incidents will be dealt with **confidentially** and treated as individual cases. All documentation will be filed securely and stored in the child's school file.

St Monica's Catholic Primary School's Safeguarding Team:

Senior Lead: Mr Robert O'Malley

Deputy Lead: Miss Natalie Shanahan

Safeguarding Team Member: Mrs Alison Cockerill

Safeguarding Team Member: Mrs Anthea Cosstick

Safeguarding Governor: Father James Cassidy