

‘Safeguarding and child protection is everyone’s responsibility.’
(Child Protection and Safeguarding Policy 2023)



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/ safeguarding.co.uk entry will be completed.

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 Lead 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 will contact the Multi-Agency Safeguarding Hub for advice (See Stage 3).

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

All reported concerns and incidents will be dealt with **confidentiality** 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:

Designated Lead: Miss Natalie Shanahan

Deputy Lead: Mrs Jennie Nicholls

Safeguarding Team Member: Mrs Lorna Daggett

Safeguarding Team Member: Miss Claire Campbell

Safeguarding Team Member (Rainbow Club): Mrs Carol Canavan

Safeguarding Governor: Michael Manley