



**St. Monica's Catholic Primary School**  
**Currier Drive,**  
**Neath Hill,**  
**Milton Keynes MK14 6HB**  
**Tel: 01908 606966**  
**Email: [stmonicas@st-monicas.co.uk](mailto:stmonicas@st-monicas.co.uk)**

Monday 2nd October 2023

Dear Parents/ Persons with parental responsibility,

**RE: Safeguarding in Schools**

We write to provide information on the school's policy regarding safeguarding and promoting the welfare of children.

As a state funded school, we have legal obligations in this regard.

These obligations are defined as follows: -

- protecting children from maltreatment
  - preventing the impairment of children's mental and physical health or development
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
  - taking action to enable all children to have the best outcomes
- (Keeping Children Safe in Education 2023)*

Our main obligation and aim at St Monica's Catholic Primary School is to ensure that all children are safe at all times. During the school day, we are privileged to be able to spend time with your children and we build strong relationships with them based on respect and trust. When concerned about the welfare of a child, staff members are legally obliged to act in the interests of the child.

All staff take part in regular safeguarding training. During the training, all staff are made aware of latest legislation and reminded of their responsibility to ensure the welfare of all children. Regular training enables staff to identify factors which may include indications of unreasonable physical chastisement or neglect. This ensures they can identify and highlight children who may be in need of help or protection and refer it onto the teachers responsible for safeguarding children in the school.

If we are sufficiently concerned about the welfare of a child, we are obliged to refer the matter onto the Milton Keynes Multi-Agency Safeguarding Hub who then lead any further investigation into the matter with our assistance or the assistance of social workers, the police or other bodies as they see fit.

At St Monica's, we seek to perform our obligation to recognise, record and report

safeguarding issues and we have a clear procedure to follow when we are concerned about the welfare of a child. For your information, our procedure can be found attached to this letter or on the school website.

In the meantime, if you have any concerns about the safety or welfare of a child, please speak to a member of staff or contact the 'Multi-Agency Safeguarding Hub' (01908 253169/ 01908 253170) for advice.

Yours sincerely

***Natalie Shanahan***  
***Headteacher / Designated Safeguarding Lead***

**'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