



## Child Protection and Safeguarding in Notre Dame High School

- The CP Coordinator in NDHS is Clare Smith and Head Teacher is Anne Munro.
- Annual Staff Training. All staff participate in annual child protection training which is led by the CP Coordinator using resources created by IC Educational Psychology team and adapted for NDHS.  
An attendance record is kept of this training and any staff who are not able to attend the initial input will be offered a catch-up session.  
Staff will have the opportunity to request further training on any aspects of safeguarding or CP. Staff will be supported throughout the training by St Philip's staff.  
New staff joining NDHS throughout the year, should be provided with CP training by CP Coordinator. This includes student teachers and supply staff.
- All young people in the school will be updated annually on CP procedures and safeguarding annually at assemblies.
- **In the event of a disclosure or child protection concern, staff should report this to the child protection coordinator (or any member of St Philip's staff) as soon as possible in person.** If staff are class committed and unable to gain support from colleagues within departments to pass on concern, a pupil should be sent to the office to request assistance from SLT/Guidance who will then come to the class. This may require SLT to be tannoyed.
- Teaching staff should complete pupil registers within 15 mins of the start of each period via SEEMIS. In the event of a technology issue, a paper copy of the register should be sent to the main office.
- Office staff and PTG staff should respond to unexplained absences and attendance concerns as per NDHS Attendance Policy.
- All visitors should enter the school via the main office and sign in. Where possible, office staff should have advance notice of expected visitors.
- Visitors are provided with child protection information via badges and posters around the school.
- Staff should be provided with up to date medical protocols and personal emergency evacuation plans where appropriate. All pupil information can be found in #KeyInformation – Notre Dame High School – One Drive