

WHAT TO DO IF A CHILD DISCLOSES INFORMATION TO YOU

A child disclosing information can be alarming and upsetting, but it is important you know what to do in such an eventuality and for you to stay calm and controlled.

- ✓ Listen carefully to the child
- ✓ Do not show shock or disbelief
- ✓ Do not promise confidentiality. Reassure the child, but do not make promises that might not be possible to keep
- ✓ Reassure the child that you will tell Mr Young or Mrs Campbell, who will be able to help them
- ✓ Do not, under any circumstances, interrogate or ask leading questions
- ✓ Reassure the child that it was right for them to tell
- ✓ If asked to do so by the Head Teacher or Depute Head Teacher, record carefully what the child said in their words including how and when the account was given. Date, time and sign the record

OTHER IMPORTANT GUIDANCE

- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- It's best not to do anything for a child that he or she can do for him or herself
- Inform the Head Teacher or Depute Head Teacher if a child touches you or speaks to you inappropriately
- Words and actions may be misunderstood: do not make suggestive remarks, gestures, or tell inappropriate jokes
- **CATHEDRAL IS STRICTLY A NUT FREE ZONE.**
Please do not bring nuts, or items containing nuts, into our school or nursery building.



Our Lady of Good Aid
Cathedral Primary School
& Nursery Class



Child Protection & Safeguarding

Vital information for visitors



The Child Protection Co-ordinator in Cathedral Primary School & Nursery Class is the Depute Head Teacher, **Mrs Lorraine Campbell**.

In Mrs Campbell's absence, the Depute Child Protection Co-ordinators are **Mr Graeme Young (HT)** and **Mrs Marie Clare Duffy (DHT)**.

Upon arrival at OLGA Cathedral Primary School & Nursery Class, all adults will be asked to sign our Child Protection record sheet to confirm they have been made aware of the vital information contained in this leaflet.

Full details of our Child Protection & Safeguarding procedures can be found in the school's *Child Protection and Safeguarding* policy, a copy of which is available from the school office.



WELCOME TO OUR SCHOOL COMMUNITY

'We are God's masterpiece, his work of art.'
(Ephesians 2: 10)

OLGA Cathedral Primary recognises and honours the personal dignity, voice and rights of all, particularly the precious children God has entrusted to the care of our school community. We are wholeheartedly committed to ensuring all pupils are protected from harm, not only in school, but in each and every place where they live their young lives; this includes the digital world.

Cathedral Primary provides a safe, positive and nurturing environment in which children can grow in their physical, emotional, social, academic, spiritual and moral development. We recognise the vital contribution Cathedral Primary makes to safeguarding pupils from harm and take great care to carry out our statutory responsibilities actively and conscientiously in partnership with all other concerned parties.

Thank you for taking the time to read the vital information contained in this leaflet.



Graeme Young

Head Teacher

PROCEDURES FOR VISITORS TO OLGA CATHEDRAL PRIMARY SCHOOL

- All visitors must sign in at the main reception
- All visitors will be issued with an appropriate badge which must be displayed at all times whilst in the school building or grounds
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site
- All visitors must sign out at the main reception before leaving the school

E-SAFETY

Mobile Phones: to protect our children, we respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue please speak to the Head Teacher or Depute Head Teacher on arrival.

Photographs: under no circumstances should you take photographs of our children whilst in Cathedral Primary.

WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD

If you become concerned about:

- something a child says
- marks or bruising on a child
- changes in a child's behaviour or demeanour
- something you see happening to a child

then please report your concerns immediately to the Head Teacher or Depute Head Teacher.