

## Welcome to Carr Mill!

Please ensure that you have signed in on our school inventory and have your visitors badge displayed

This leaflet sets out core child protection and safeguarding procedures you should follow whilst at Carr Mill. If you are unsure about any of the details contained, please seek advice from one of the key contacts listed at the back of the leaflet.

Carr Mill Primary School also has a Safeguarding and Child Protection Policy, a copy of which can be found on our school website or obtained from the office.



All fire alarm tests take place out of school hours. If you hear the fire alarm, please proceed to the nearest exit

Any Health and Safety concerns should be reported to our school office.

**Safeguarding and promoting the welfare of children is everybody's responsibility.**

If you have any concerns please do not leave school before speaking with someone

## Key Contacts

### Designated Safeguarding Lead

Mrs Katie Griffin

### Headteacher

Mr Andrew Maley

### DHT for Pastoral and Inclusion

Mrs Katie Alexander

### Pastoral Team

Mrs Ingrid Partington

Mrs Pauline Doyle

### Chair of Governors

Mr Dave Rimmer

### Safeguarding Governor

Gill Booth

### School Contact Details:

Carr Mill Primary School  
Kentmere Avenue  
St Helens  
WA11 7PQ

01744 678223  
carrmill@sthelens.org.uk

### St Helens Contact Cares:

01744 676767  
contactcares@sthelens.gov.uk



# SAFEGUARDING PROCEDURES

INFORMATION FOR ALL



# #teamcarrmill

STRONGER TOGETHER



## Safer Working Practices

- Any allegations or disclosures should be reported immediately to the DSL or a member of the school Pastoral Team.
- Mobile phones should be handed in to the school office and not used in classrooms or around children.
- Never exchange your personal address, contact details of social media profiles with pupils.
- Giving and receiving gifts should be arranged through school.
- Please at all times act in a mature, respectful, safe, fair and considered manner.
- Be vigilant when playing physical contact games, so that your actions or comments cannot be misinterpreted.
- If your visit requires 1:1 work with a child, please use one of our glass walled pods or keep the door open.
- Treat all pupils equally. Never build 'special' relationships or favour particular pupils.
- Do not photograph pupils without the permission of a member of staff.

## Are you worried about a child?

Abuse (physical, sexual, emotional, neglect) can have a damaging effect on a child's health, educational attainment and emotional well being.

Whilst it is recognised that change in a child's behaviour does not necessarily indicate abuse, please report any concerns you may have to the class teacher or LSA who can discuss the matter further with the DSL or Pastoral Team.

### What should I do if a child makes a disclosure?

1. Listen without displaying shock
2. Allow the child to talk freely
3. Do not ask direct leading questions
4. Reassure the child
5. Do not promise to keep secrets
6. Stress that it was the right thing to tell
7. Do not criticise the alleged perpetrator
8. Write down the exact words and phrases used
9. Tell the school Designated Safeguarding Lead.
10. Keep the incident confidential.



If you are concerned about the conduct of a member of staff, please speak with the Headteacher as soon as possible. If you are concerned about the Headteacher, please speak to the Chair of Governors.

**KEEP UP TO DATE WITH THE LATEST SAFEGUARDING NEWS...**

**Have you read the September 2022 updates to Keeping Children Safe in Education? Find a copy in our staff room.**

## Relationships

We know that some children may be living with abuse but don't feel ready to disclose this yet. For this reason, at Carr Mill, we put huge emphasis upon all adults building trusting relationships with our pupils, so that they feel safe, and confident to speak to adults that they trust.



## Domestic Violence

A mindful approach needs to be taken if you have concerns about violence. Domestic violence does not only take place in the home and it is not only committed by males. Women, other relatives, siblings and even children can also be perpetrators.

## Child on Child Abuse

We continue to ask that all staff/visitors understand the importance of challenging inappropriate behaviour between children. We never downplay behaviours as "just banter" or "boys being boys"

Even if there are no reports of child-on-child abuse, this doesn't mean it is not happening. All incidents must be reported.

