



Quick Guide - Safeguarding at St Michael's School

Thank you for visiting St Michael's School. We are committed to safeguarding and promoting the welfare of children and young people and we require all staff, volunteers and visiting external providers to share this commitment. We would therefore ask you to read this Safeguarding Quick Guide and ask the Office immediately if you have any questions. The Office will contact the Safeguarding Lead or Deputy Safeguarding Leads if needed. Our full Safeguarding and Child Protection Policy is available on our website and the Office can also print this for you on request. If you have concerns about a child or family, please contact one of the people below immediately.

Mrs Florence Clayton - Designated Safeguarding Lead
ffc@stmichaels.je
01534 856904

Please note in the absence of Mrs Florence Clayton, Henry Marshall (Head), will act as DSL. He can be contacted at hjnm@stmichaels.je, or please ask a member of the office team to locate him for you.

Mrs Carey Buxton - Deputy Safeguarding Lead
clb@stmichaels.je

Mrs Fiona Green - Deputy Safeguarding Lead
fkq@stmichaels.je



Mr Keith Brown - Nominated Safeguarding Governor
safeguardinggov@stmichaels.je

If you are not able to get in touch with one of these people, please contact the Children and Family Hub (01534 519000) for advice, or the police (999) in an emergency.



Visitor Procedures

- Sign in at Reception and wear your visitor lanyard at all times.
- Visitors wearing a red lanyard must remain with their designated member of staff throughout their visit.
- Regular volunteers and external providers must complete the appropriate registration process and provide DBS/identity documentation where required.
- Sign out before leaving the site.

What is Safeguarding?

Safeguarding means:

- protecting children from abuse and neglect;
- preventing harm to children's physical and mental health or development;
- ensuring children grow up in safe and effective care;
- providing early help when concerns arise; and
- enabling every child to achieve the best possible outcomes.

Possible Signs of Abuse or Neglect

You may notice:

- physical injuries;
- changes in behaviour or presentation;
- emotional distress;
- worrying comments or disclosures;
- neglect or poor care;
- concerning online behaviour.

Harm can occur:

- at home;
- within the community;
- online;
- from another child;
- from a member of staff or volunteer; or
- from any adult.

If in doubt, report your concern.

What should I do if I am worried about a child?

If you have any safeguarding concern:



- Report it immediately to a member of the Safeguarding Team.
- Do not investigate the concern yourself.
- Do not question the child in detail.
- Record only what you have seen or heard.

Visitors and volunteers should complete an Orange Safeguarding and Child Protection Concern Form, available at all times in the Staff Room, and pass it immediately to the Designated Safeguarding Lead or a Deputy DSL.

Please date, time and sign your record.

If a child discloses abuse to you

If a child chooses to tell you something:

- Stay calm and listen carefully.
- Take what they say seriously.
- Reassure them that they have done the right thing by telling you.
- Do not promise confidentiality.
- Do not ask leading questions or investigate.
- Explain that you will need to share the information with people who can help keep them safe.
- Record the child's own words wherever possible.
- Report the concern immediately to the Safeguarding Team.

Low-Level Concerns and Whistleblowing

If you witness behaviour by an adult that seems inconsistent with professional boundaries or gives you a "nagging doubt", even if it does not appear to be a safeguarding allegation, please report it to the Designated Safeguarding Lead or the Headteacher.

If your concern relates to the conduct of a member of staff, report it to the Headteacher.

If your concern relates to the Headteacher, report it to the Chair of Governors.

If you feel unable to raise a concern within the School, or believe it has not been taken seriously, you may contact the Children and Family Hub, the Designated Safeguarding Officer (DSO) or the NSPCC Whistleblowing Helpline.

Prevent Duty

Schools have a legal duty to help prevent children from being drawn into extremism or terrorism.

Possible indicators may include:

- sudden changes in behaviour or friendship groups;



- increasingly secretive behaviour;
- accessing extremist material online;
- expressing extremist views;
- encouraging violence or intolerance.

If you have any concerns, report them immediately to the Safeguarding Team.

Online Safety

To help keep our pupils safe:

- Please keep mobile phones out of sight whilst working around pupils.
- Do not use your mobile phone except in the Staff Room.
- Never photograph or film pupils using a personal device.
- Never share personal contact details with pupils.

First Aid

If a pupil becomes ill or is injured:

- Take them to the Medical Room or School Office; or
- Ask another member of staff or pupil to fetch Sister Carey or another qualified First Aider.

Personal Medication

Please ensure all personal medication is stored securely and is never accessible to children.

Fire Procedure

If the fire alarm sounds:

- Leave the building immediately using the nearest fire exit.
- Report to the Main Playground, in front of the slide.
- Follow instructions from Fire Marshals.

If you discover a fire:

- Activate the nearest fire alarm.
- Evacuate immediately.
- Report to the assembly point.

Smoking

Smoking and vaping are not permitted anywhere on the School site.



Remember

- ✓ If in doubt, report it.
- ✓ Never promise confidentiality to a child.
- ✓ Never investigate concerns yourself.
- ✓ Record facts, not opinions.
- ✓ Report concerns immediately.

Every adult has a responsibility to safeguard children. Your actions could make a lifelong difference to a child.