

*No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.*

*This information has been given to you to make sure you understand what is expected of you. Please ask the school a Safeguarding Officer if you are unclear about anything in it.*

*If you are worried about the safety of any young person in our school, you must report this to a member of the Safeguarding Team.*

You must refer.

You must NOT investigate.

### **Key Safeguarding Staff**

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Headteacher (DSL)                     | Mrs C O'Callaghan                     |
| Designated Safeguarding Lead          | Mrs C O'Callaghan                     |
| Chair of Governors                    | Mr M Evans                            |
| Safeguarding Governor                 | Ms L Kirwen                           |
| Deputy Designated Safeguarding Leads— | Mrs G Clay, Mr A Connolly, Mrs L Lynd |

# St. Paul's Catholic Junior School



## Child Protection Advice for Visitors and Volunteers 2026—2027

## Safeguarding Advice for Visitors and Volunteers

*Our school (St Paul's Catholic Junior School) is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. We would expect you to also report to the Headteacher or Designated Safeguarding Lead any behaviours of any adults working in the school that may concern you. By signing our visitors book you are agreeing to follow the school's safeguarding advice to visitors and where appropriate the code of conduct for staff and volunteers*

By signing in and out via our Data Entry Screen, you are agreeing to follow the advice within this leaflet. All visitors must wear the visitor's sticker or badge provided by reception. An adult without a badge will be accompanied to the school's reception to confirm they have signed in.

**Unsupervised visitors:** If your visit involves unsupervised contact with young people you will be asked to show the photographic ID badge provided by your employer and written confirmation that appropriate DBS checks have been made. Depending on your role and the organisation you are from you may be required to show your Enhanced DBS Certificate. We will note down the DBS number and date issued but will not make a copy of it. You will also need to read the school's Code of Conduct for Adults and Part 1 of the DFE's Guidance, 'Keeping Children Safe in Education' (2026). The school's Child Protection Policy is available on the school's website.

**If you have ANY concerns about a child's welfare or well being or have a concern about the behaviour of any adult within the school towards a child:**

- Discuss your concerns without delay with the Designated Safeguarding Lead or the Headteacher or a member of the safeguarding team.
- Remember it is important to share your concerns even if you are unsure.
- Anyone (in emergencies or if they need to) can make a referral to Liverpool CASS (tel: 0151 459 2606)
- The Local Authority Designated Officer (L.A.D.O.) for Managing Allegations Against Staff can be contacted via [LADO@liverpool.gov.uk](mailto:LADO@liverpool.gov.uk) The school office can provide you with a copy of the school's procedures for managing allegations against staff and volunteers.

*"St Paul's Catholic Junior School ensures children learn in a safe, caring and enriching environment. Children are taught how to identify risky, unsafe or problematic situations, how and when to seek help, how to develop positive and healthy relationships and how to avoid situations where they might be at risk including by being exploited.*

*St Paul's Catholic Junior School also has a statutory responsibility to share any concerns it might have about a child in need of protection with other agencies and in particular police, health and children's services. Schools are not able to investigate child protection concerns but have a legal duty to refer them. In most instances the school will be able to inform the parents/carers of its need to make a referral. However, the Information Sharing Duty clarifies that the school can also share relevant information without requiring the consent of the family and may be advised by children's services or police that the parent/carer cannot be informed whilst they investigate the matter or make enquires. We understand the anxiety parents/carers understandably feel when they are not told about any concerns from the outset. The school follows legislation that aims to act in the interests of the child and will aim to discuss any concerns and/or what information has been shared either prior to sharing, or as soon as is practical afterwards.*

*St Paul's Catholic Junior School will always seek to work in partnership with parents and other agencies to ensure the best possible outcomes for the child and family."*

**If a child makes a disclosure to you:**

- Do not investigate them but report them immediately to the Designated Safeguarding Officer or another member of the senior staff at school.
- Avoid being shocked or embarrassed.
- Listen to the child without interrupting them.
- Do not promise to keep a secret.
- Do not ask the child any leading questions.
- Reassure them that 'it is not their fault and they have done the right thing to tell you'.
- Immediately following the disclosure report your concerns to the Designated Safeguarding Lead and write down what the child said using the child's own words and phrases. Sign and date this document and hand it to the Designated Safeguarding Lead.
- Consider how best to manage your own feelings.
- Following reporting your concerns remember that the disclosure and the child's identity should remain confidential.

The school has a full code of conduct to encourage safer working practices for all adults working with young people, including advice regarding 'e-safety'.

**Remember**

- Adhere to the school's policies, particularly those related to safeguarding – including child protection, behaviour, attendance, physical intervention, intimate care, anti-bullying, equal opportunities, health and safety and e-safety (acceptable user policy).
- Provide a positive role model to young people.
- Dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing.
- Treat all members of the school's community with respect and tolerance.
- Work with children so that you are visible by a member of the school staff.
- Be alert to the indicators of harm and abuse towards a child, including peer to peer abuse.

- Respect a child's privacy and dignity.
- Always be able to justify any physical contact you have with a young person.
- Always report any situations that arise that you may feel may give rise to a complaint or misunderstanding in respect of your own actions.

**Never:**

- Photograph a child without the school's permission.
- Never use your personal mobile phone in areas used by young people.
- Ignore inappropriate behaviours towards children either by other children or adults.
- Undermine fundamental British values including democracy, rule of law, individual liberty and mutual respect, and tolerance for those with different faiths, beliefs or from different cultures.
- Share personal details with a child.
- Meet or contact the child out of school including by text, email, Facebook or other social media or give a child a lift home.
- Discuss the school, children or adults working within the school on social media.
- Make inappropriate comments to a child including racist, homophobic, sexist or sexualised comments.
- Give gifts to a young person (unless part of the school's agreed rewards policy or with the agreement of your line manager) or show them preferential treatment.

**Please help us to safeguard the children in our care by following these guidelines.**