



### **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](mailto:ffc@stmichaels.je)  
01534 856904

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

*Mrs Carey Buxton - Deputy Safeguarding Lead*  
[clb@stmichaels.je](mailto:clb@stmichaels.je)

*Mrs Fiona Green - Deputy Safeguarding Lead*  
[fkq@stmichaels.je](mailto:fkq@stmichaels.je)



*Mr Keith Brown - Nominated Safeguarding Governor*  
[safeguardinggov@stmichaels.je](mailto: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.*



### Procedures

- All visitors must sign in at the office and collect a lanyard. This must be worn at and visible at all times whilst on site. If you are wearing a red lanyard, you must remain with your designated member of staff at all times whilst on site.
- Regular volunteers and external agencies must fill out a Regular Volunteer/Regular External Provider Registration form and provide a DBS/ID/references if required.
- All visitors must sign out at the office on their way out.

### What does safeguarding children mean?

- Protecting children from maltreatment;
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best life chances.

### Alerts

- You may see physical signs.
- You may hear worrying accounts.
- You may identify emotional distress.
- You may notice changes in a child's behaviour or presentation.
- Someone may disclose sensitive information to you.

### Harm to a child can be caused by:

- A parent or carer
- A family member of a friend.
- Another child.
- A stranger.
- A member of staff.

Regardless of the source of harm, you MUST report your concern to the Safeguarding team. If your concern is about the conduct of a staff member, you should report it to the Head. If your concern is about the Headmaster, report it to the Chair of Governors and Jersey's Designated Safeguarding Officer.

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

- Please report these concerns to a member of the safeguarding team. Please ask for support from a member of staff to locate a member of the team.
- We would also ask that you fill out a Concern form, which are available in the staff room (orange forms). You must date, time and sign the record, before passing it onto one of the Designated Safeguarding Leads.



### What do I do if a child discloses they are being harmed?

1. Listen to what is said without displaying shock or disbelief and accept what the child is saying.
2. Reassure the child that what has happened is not their fault and they were right to tell someone.
3. Do not ask direct questions. Do allow the child to tell their story.
4. Do not criticise the person alleged to have caused harm.
5. Explain what will happen next and who has to be told about the incident.
6. Reassure the child, but explain that it may not be possible to maintain confidentiality, because you have to keep them safe.
7. Depending on the age of the child and your professional judgement you should explain that you may need to talk to someone else about what's happened to them.
8. Ensure that you complete a written record (forms available in the staff room) of what has been disclosed and any actions taken, recording the date, location, time and the names of any witnesses that may have been present when the disclosure was made. Hand this form to the Designated Safeguarding Lead, or a Deputy Safeguarding Lead.

### Prevent Duty:

Since 1st July 2015, the Government created a statutory duty under the Counter-Terrorism and Security Act 2015. This duty is for schools, among other agencies to "have due regard to the need to prevent people from being drawn into terrorism". It is known as the Prevent Duty. Radicalisation can be really difficult to spot.

Signs that a child may be being radicalised include:

- Isolating themselves from family and friends talking as if from a scripted speech
- Unwillingness or inability to discuss their views a sudden disrespectful attitude towards others increased levels of anger
- Increased secretiveness, especially around internet use.

### What must you do?

- Recognise your concern. Respond by passing the information on. Make a written record, sign and date it. Forms are available in the Staff Room or by contacting the DSL.
- Pass the record to the Safeguarding team. Inform the DSL, Safeguarding team or Head without delay

### E-Safety

- To protect our pupils, we respectfully ask that you do not have your phone out or use it during your time at school, unless you are in the Staff Room.
- Under no circumstances should you take photographs of our pupils whilst at school.

### First Aid:

In the event that a pupil in your care has an accident or feels ill and needs immediate medical attention, please send them to our Medical Room or the Office, or ask another member of staff or pupil to fetch Sister Carey or another First Aider.



Personal Medication:

Please ensure that any personal medication, prescription or otherwise is never left out, but is stored in a secure place that children do not have access to.

Fire Alarm:

If the fire alarm sounds, leave the building by the nearest fire exit and report to the assembly point (the main playground). Follow instructions given by our Fire Marshalls.

If you discover a fire, please sound the nearest fire alarm. Exit the building and go to the assembly point.

Smoking:

Smoking is **not** permitted anywhere on the premises.