

Safeguarding

Keeping Children Safe



St. Mary Magdalen's Catholic Primary School fully recognises its moral and statutory responsibility to safeguard and promote the welfare of all of our pupils.

Keeping children safe is our paramount responsibility.

Everyone at St. Mary Magdalen's works together to ensure that children are kept safe. This is by providing a safe environment for children to learn. We also identify children who are suffering or likely to suffer significant harm and take appropriate action to ensure that they are kept safe both at home and at school.

We always work towards creating a welcoming and vigilant environment for all our pupils so that they feel valued and are respected.

The safeguarding Team



Wendy Burn
Inclusion &
Safeguarding
Officer
Designated
Safeguarding
Lead (DSL)
Looked After and
Previously
Looked After
Children (LAC
and previously
LAC)



Helen Frostick
Headteacher
Deputy
Safeguarding
Lead



Catherine Hughes
Deputy
Headteacher
Deputy
Safeguarding Lead



Anna Brown
Chair of
Governors
Designated
Governor for
Safeguarding and
Child Protection



Paul Kenny
Foundation
Governor
Looked After and
Previously Looked
After children (LAC
and Previously LAC)

Fire Safety Officer and Medical Officer



Adelino Do Carmo Lima
Premises Manager
Fire Safety Officer



Elysia Cunningham
Senior Administrative Officer
Medical Office

If you have concerns about the safety or wellbeing of a child please contact a member of our Safeguarding and Child Protection Team - 020 8876 6679

Alternatively you may contact:

The Richmond and Kinston Single Point of Access (SPA) - 020 8547 5008

Out of hours SPA Deputy Team - 0208 770 5000

In case of an emergency and a child is at risk of immediate harm please call 999.

For more information please read our Safeguarding and Child Protection Policy and the following related policies:

Safeguarding and Child Protection

Online safety

Intimate Care

Physical Intervention

Behaviour

Anti-Bullying

Attendance

Medical Needs

Critical Incident

Complaints Policy

Fire Safety

Hard copies of any of the above policies may be obtained on request at the school office.

Additional policy documents such as: CCTV, Safe Working Practices or Whistle blowing are available at the discretion of Mrs Frostick, headteacher.

Policy, Practice and Training

All members of staff have annual training and regular updates to make sure knowledge and understanding of safeguarding are current. We ensure all those who are contracted at school (e.g. sports/club providers, supply teachers, school meal providers) have undergone police checks and are legally entitled to work in the UK.

We work with a range of other professionals and agencies including social workers, health professionals and the police to make sure children and families are well supported.

We hold a monthly school Drop in session with the school's attached nurse, Emily Kelly, for help and advice on all matters of health and wellbeing. Appointments can be made via the school office or directly with the nurse. Details of sessions and Emily's contact details are published regularly in the weekly school newsletter.

Elysia Cunningham is the school's Administrative Secretary and Medical Officer. We have a number of First Aid trained staff, details of which are displayed in all school rooms. All staff receive annual training on use of epi pens (for children with severe allergies). Photographs and care plan details of children with medical conditions are displayed in the school's medical room, the kitchen and in the relevant classroom.

We operate a sign in/out system and ensure all visitors wear a visitors' badge or lanyard for identification. Photographic ID may be requested.

Adelino Do Carmo Lima is the school's Premises Manager and Fire Safety Officer. He has attended in Schools Fire Safety training. We regularly hold practice fire drills and test equipment and alarm systems.

The school has a Lock Down policy and procedures are reviewed and practised regularly.

The grounds of the school are secured via high walls and fences and access to the school is controlled. External doors are locked during the school day except for the main entrance via the school office. A staff rota of supervision is in place to monitor the only open gate before school begins. Teaching staff are in the playground to handover children to parents at the end of the school day.