

### What should I do if there is a cause for concern regarding a member of school staff?

- Report allegations to Mrs. Emma Lightfoot (Headteacher)

### What should I do if there is a cause for concern regarding a member of staff who is responsible for safeguarding?

- Report allegations to Vivien Hilton (Chair of Governors)
- Consultation will follow with the LADO



### What should I do if a child discloses that s/he is being harmed?

As detailed in the school's safeguarding and child protection policy:

- Active listening
- Ensure another adult is in close proximity
- Allow the child to talk freely
- FOLLOW TED rules (open questions):

**T**ell me .....

**E**xplain .....

**D**escribe .....

- Reassure the child, tell them what will happen next – that you need share this information with Mrs. Lightfoot/Mrs. Hatton/Mrs. Hughes/Mrs. Bonham (members of SLT/Pastoral) so that they can see what help is needed.
- Record information (Online on CPOMS system) Share this information with Safeguarding lead/ Deputy Safeguarding Leads.

### How do I ensure that my behaviour is always appropriate?

Please always follow our Code of Conduct policy which is based on mutual trust and respect.

Please do not photograph any pupils, unless requested to do so by a teacher, exchange e-mails or text messages or give out your own personal details.

### Child Protection Advice

As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at Leigh St. John's Primary School.

### What are my responsibilities?

All those who come into contact with children through their everyday work whether paid or voluntary have a duty of care to safeguard and promote the welfare of our children.

### Identity Badge

All visitors within St. John's CE Primary, Leigh must wear their visitors badge after signing in at the main reception.

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

Please follow St. John's safeguarding and child protection policy and if whilst in school you become concerned about a child because:

- Comments made by children
- Marks or bruising
- Changes in the child's behaviour or demeanour.

**Please report these concerns verbally to the DSL (Emma Lightfoot) or DDSL's (Mrs. Hatton & Mrs. Hughes)**

## Our Safeguarding Team

### Designated Safeguarding Lead:

Mrs. Emma Lightfoot (Headteacher)

Contact: [headteacher@lsjp.uk](mailto:headteacher@lsjp.uk)

### Deputy Designated Safeguarding Lead:

Mrs. N. Hatton (Deputy Head/SENDCO)

Mrs. L. Hughes (Pastoral Manager)

### Safeguarding Governor:

Vivien Hilton

Contact: 01942 672825

### Chair of Governors:

Vivien Hilton

**LADO** (Local Authority Designated Officer)

Contact: [lado@wigan.gov.uk](mailto:lado@wigan.gov.uk)



## Safeguarding Advice for Staff, Visitors and Volunteers



Kirkhall Lane  
Leigh  
Greater Manchester  
WN7 1RY

T: 01942 672825

E: [enquiries@admin.leighstjohnsprimary.wigan.sch.uk](mailto:enquiries@admin.leighstjohnsprimary.wigan.sch.uk)

W: [leighstjohnsprimary.wigan.sch.uk](http://leighstjohnsprimary.wigan.sch.uk)