



# Safeguarding the Children of St Alban & St Stephen Catholic Primary School & Nursery



KS2 Phase Leader  
Mrs Joanne Bates  
Deputy Designated Safeguarding Lead



Assistant Head Teacher  
Ms Tess Hackett  
Designated Safeguarding Lead



Head Teacher  
Mrs Clare Moore  
Deputy Designated Safeguarding Lead



Assistant Head Teacher and SENDCo  
Mrs Charlene Smith  
Deputy Designated Safeguarding Lead

## If you have any concerns regarding the welfare of any of our children please:

- Complete CPOMS or Record of Concern Sheet.
- Immediately speak DIRECTLY to one of the Designated Safeguarding Leads.

### Remember:

- Every member of staff has a duty to keep children safe.
- Do not question children further regarding their disclosure or concerns held by members of staff.



Governor  
Mr Bernard McLeod  
Designated Safeguarding Governor

## If a child makes a disclosure to you:

- Listen to the child.
- Explain that you will need to tell one of the Designated Safeguarding Leads.
- Complete CPOMS or a Record of Concern Sheet and record the child's EXACT words.
- Immediately speak to or hand the sheet to one of the Designated Safeguarding Leads.