



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



KS1 Phase Leader
Mrs Joanne Bates
Deputy Designated Safeguarding Lead



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



Head of School
Ms Tess Hackett
Designated Safeguarding Lead



Mrs Sarah Duffey
Deputy Designated Safeguarding Lead



Mrs Nicola Rees
Deputy Designated Safeguarding Lead



Afterschool Club Leader
Mrs Najiyah Ramdani
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 Richard Mills
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.