



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

Learning and growing with God by our side



Head of School
Ms Tess Hackett
Designated Safeguarding Lead



Assistant Headteacher/SEND Co
Mrs Charlene Smith
Deputy Designated Safeguarding Lead



Assistant Headteacher
Mrs Joanne Bates
Deputy Designated Safeguarding



Pastoral Mentor
Mrs Nicola Rees
Deputy Designated Safeguarding Lead

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

- Complete CPOMS or Record of Concern form.
- 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 form and record the child's **EXACT** words.
- Immediately speak to or hand the Record of Concern form to one of the Designated Safeguarding Leads.