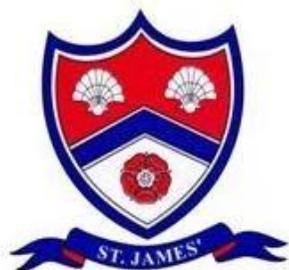


**Haslingden St. James' C.E.
Primary School
Designated Safeguarding
Leads**

Headteacher
Miss Frances Brady

Deputy Headteacher
Mrs Andrea Humberstone

SENDCo
Mrs Kathryn Jamil



**If you see or hear anything
that concerns you please
let someone know — DO
NOT decide to do nothing
or leave the school without
telling someone!**



St James CE Primary School
Regent Street
Haslingden BB4 5HQ
Phone: 01706 214134
E-mail: office@haslingden-st-james.lancs.sch.uk

Keeping Our Children Safe



**Please read this leaflet
carefully**

**It contains important
information about how
we keep our children
safe in school and how
you can help us to do
this.**

What do we expect of visitors to our school?

When you visit St. James' C.E. Primary there are some guidelines we would like you to follow:

-  Firstly please always wear your badge so that we know you have signed in and you are authorised to be in school.
-  If you are a regular visitor and have a DBS certificate, then we will need to see this for our Single Central Record.
-  Please do not use your mobile phone whilst in school for any reason—the school landline is available to use.
-  If you see anything at all relating to the Safeguarding of children that concerns you, please ensure that you speak to the DSLs. You can find their information in this leaflet.
-  If you have a concern about the Headteacher then you should address this concern, via Reception, to Mr Paul Adnitt, the Chair of Governors.

At St. James' C.E. Primary School we pride ourselves on our robust Safeguarding practices. You can help us to maintain this excellent practice and keep all our children safe.

How do we keep children safe?

DBS Checks

DBS stands for Disclosure and Barring Service. Anyone who works regularly with children at St. James' (including staff,

volunteers, Governors and regular visitors) needs to have an enhanced DBS certificate that they must show the school. We record this information on our Single Central Record which can be inspected by Ofsted during a visit. More information about DBS certificates is available at <https://www.gov.uk/disclosure-barring-service-check/overview>

Staff Recruitment

We follow Safer Recruitment practice when employing new staff. This means there is always someone on the interview panel who has had Safer Recruitment training.

Identity Badges

School staff wear identity badges signifying their position in school. All visitors are required to sign in at Reception and will be provided with a visitor badge which must be visibly worn at all times whilst in the school.

Digital Safety

Our school's devices and network are continually monitored. Online content is also filtered on our school devices. Personal devices should not be connected to school wifi.

Access to the School

During the working day the external site gates are locked and entrance is from the front gate only. All visitors to report to Reception before attending to business.

Training and Vigilance

All staff have annual safeguarding update training which is then embedded into every day practice. Staff are vigilant and

understand the need to record all concerns on our Child Protection Online Management System (CPOMS).

Who is responsible for Safeguarding at St. James' C.E. Primary?

At St. James' safeguarding is everybody's responsibility. Our mantra is 'It could happen here' therefore everyone is expected to be vigilant about children's safety. However, there are senior designated staff who lead our safeguarding practices and make sure that guidelines and policies are implemented, and any concerns are addressed immediately.

Governing Body

Safeguarding is a collective responsibility for the whole of the Governing Body. The Governor with named responsibility for Safeguarding is: Mrs Davina Gittins. She is our Safeguarding Governor and is trained in all areas of safeguarding.

"Governing bodies and proprietors have a strategic leadership responsibility for their school or college's safeguarding arrangements and must ensure that they comply with their duties under legislation."
Keeping Children Safe in Education, 2024, p25

If you have any safeguarding concerns about children outside school, then please do not hesitate to contact:

Police: 999 or 101

Lancashire Advice Line: 01772 531196

Children's Social Care: 0300 123 6720 or 0300 123 6722 (out of hours)

NSPCC: 0800 800 5000