



# St Joseph's College Safeguarding

An information leaflet for  
all visitors to the College

## DESIGNATED CHILD PROTECTION TEAM

Mrs K Sanders  
01793 714227

Mrs N Grace  
01793 714274

Ms C O'Connell  
01793 714273



# Safeguarding at St. Joseph's Catholic College

*As a visitor to St. Joseph's, whether as a helper, volunteer, supply teacher or someone who has come to work with our children in any capacity, it is important that you are aware of our Safeguarding procedures.*

While working in this College, you have a duty of care towards the children and young people here. This means that at all times you should act in a way that is consistent with their safety and welfare.

## Your contacts are:

### Designated Safeguarding Lead (DSL)

Mrs Kathryn Sanders\*

### Deputy Designated Safeguarding Lead

Mrs Nicki Grace\*

### Deputy Designated Safeguarding Lead

Ms Clare O'Connell\*

### Designated Senior Manager for Allegations

Mrs Helen Peace

*\*Responsible for the day-to-day running of Safeguarding and should be considered the first point of referral.*

**It is important to remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to the DSL Team.**

## If you have concerns about a child or young person

If you think a child or young person may be at risk of abuse or neglect, it is your responsibility to share that concern with the Designated Safeguarding Lead (DSL).

This is not an exhaustive list but you may have become concerned as a result of:

- Observing a physical injury, which you think may have been non-accidental.
- Observing something in the appearance of a child or young person which suggests they are not being sufficiently well cared for.
- Observing behaviour that leads you to be concerned about a child or young person.
- A child or young person telling you that they have been subjected to some form of abuse.

In any of the circumstances listed here, you must write down what you saw or heard, date and sign your account, and give it to the Designated Safeguarding Lead. This may be the beginning of a legal process – it is important to understand that legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.



The College has a policy on safeguarding children and young people which you can find, together with the local procedures to be followed by all staff, in the ILC or at [www.stjosephs.swindon.sch.uk](http://www.stjosephs.swindon.sch.uk)