

Safeguarding & Child Protection

Guidance for all



Miss R Smith



Mr L Fitzgerald

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Designated Safeguarding Persons



Ms J Marker

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Deputy Designated Safeguarding Persons



Miss C Owen



Mr M Parsons

COwen@roathparkpmc.co.uk MParsons@roathparkpmc.co.uk

Wider Safeguarding Team

Safeguarding Team at Roath Park Primary School...

- First people to contact are Rachell Smith and / or Lewis Fitzgerald
- Follow the guidance below on how you report a concern
- If both are not in school, follow the arrows on the flow chart (left)

If a child makes a disclosure...

- Listen carefully
- Do not make promises or tell the child you will keep it a "secret"
- Allow the child to speak / do not ask leading questions
- Take notes
- Write using the child's words. Do not paraphrase or change the language
- Tell the child you will be informing Miss Smith / Mr Fitzgerald
- Inform a DSP immediately (in person or via classroom telephone)
- Log the disclosure on My Concern
- Do not pursue the issue e.g. revisit to ask more questions unless told to
- Do not inform parents / guardians or other staff. This is the DSP's job
- Do not seek an update from the DSP. You will be provided with an update if and when appropriate
- If the child makes further disclosures, complete the same process

If you have a concern about a parent, member of staff or visitor...

- Email or discuss your concern directly to / with Miss Smith or Mr Fitzgerald
- Email or paper is used rather than My Concern
- Miss Smith or Mr Fitzgerald will investigate the concern

If you have a concern about the Headteacher...

- Inform Safeguarding Lead Governor - Dr. Richard Harris
- Contact details for Dr. Harris are available in the school office
- No other school staff should be informed immediately
- Paper is used rather than My Concern
- Dr. Harris will investigate the concern



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