

# SAFEGUARDING ONE'S PROFESSIONAL INTEGRITY

## THINGS YOU MUST DO

- Treat all pupils with respect.
- Ensure that your own conduct is always an example of best practice.
- Respect the rights of individuals to have their privacy and dignity assured.
- If a one-to-one meeting with a pupil is necessary, then you should choose a sensible place to meet.
- Meetings with pupils away from the College premises should only be arranged with the specific approval of the Head Master.

## THINGS YOU MUST NOT DO

- Have inappropriate physical contact with a pupil.
- Promise to keep information confidential when doing so could risk the well-being of the pupil.
- Encourage inappropriate attention seeking behaviour.
- Speak to a pupil in an inappropriate way or make suggestive/derogatory remarks or gestures.

## REPORTING

If your concern is about a staff member or volunteer, you should report this to the most senior person not implicated in the concern, so in most cases the Head Master. If however, your concern is about the Head Master, you should report this to the Chair of Governors\*.

Contact details can be found on this leaflet.

The senior person will then implement the Child Protection Procedures, if appropriate.



ST ALOYSIUS'  
COLLEGE

## KEEPING EVERYONE SAFE

### Safeguarding Reference for St Aloysius' College Staff

Everyone in St Aloysius' College shares an objective to help keep pupils safe by contributing to:

**Providing a safe environment, identifying pupils who are suffering or likely to suffer significant harm and taking appropriate action.**

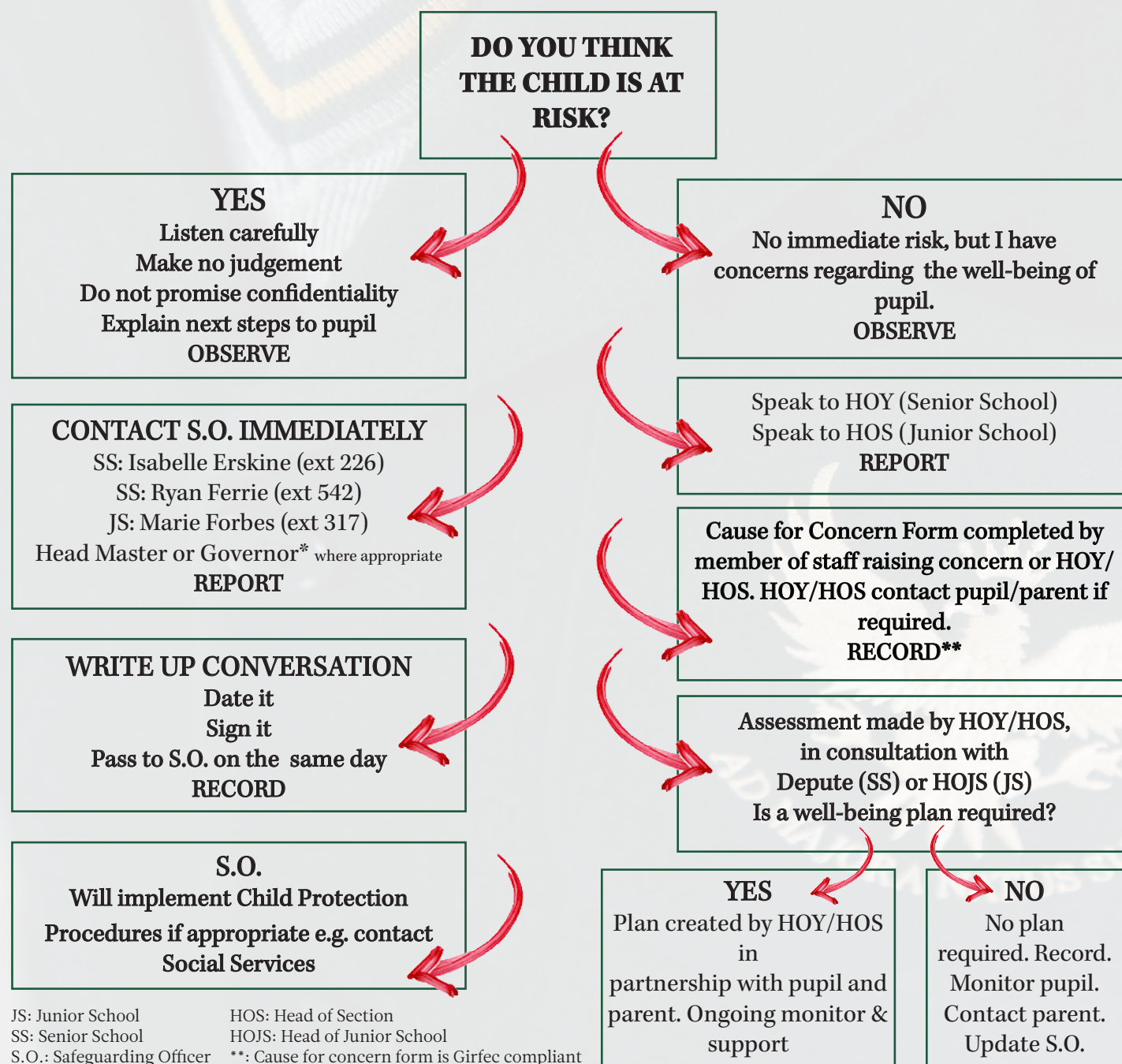
This leaflet has been given to you to make sure that you understand what is expected of you.

Please seek advice from the Safeguarding Officers if you are unclear about anything in this leaflet and keep this leaflet in a safe place.





# WHAT DO I DO, AS A MEMBER OF STAFF, IF I HAVE A CONCERN ABOUT A PUPIL?



JS: Junior School  
SS: Senior School  
S.O.: Safeguarding Officer  
HOY: Head of Year

HOS: Head of Section  
HOJS: Head of Junior School  
\*: Only where appropriate  
\*\*: Cause for concern form is Girfec compliant

## CONTACTS

The College has a Safeguarding and Child Protection Policy and a copy is available from Reception. All current members of staff have received an electronic copy of this policy. A copy is also available on the College website.

You **MUST** report your concern

Head Master Mr Matthew Bartlett  
(MDBartlett@stalloysius.org) ext 223

Safeguarding Officer Senior School  
Mrs Isabelle Erskine  
(IErskine@stalloysius.org) ext 226

Assistant Safeguarding Officer Senior School  
Mr Ryan Ferrie  
(RFerrie@stalloysius.org) ext 542

Safeguarding Officer Junior School  
Mrs Marie Forbes  
(MForbes@stalloysius.org) ext 317

Chair of Governors\*:  
Mr John Hylands  
(cog@stalloysius.org)

\*Only where appropriate

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