



Polska Szkoła im. Świątęgo Jana Pawła II w Leicester

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SAFEGUARDING & CHILD PROTECTION POLICY

Polish School of Saint John Paul II in Leicester

Document Control

Policy Owner: Designated Safeguarding Lead

Senior Oversight: Headteacher

Prepared by: School Manager / Deputy Designated Safeguarding Lead

Approved by: Headteacher

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1. Purpose and commitment

The Polish School of Saint John Paul II in Leicester is committed to safeguarding and promoting the welfare of all children and young people attending the school. Safeguarding is the responsibility of everyone working or volunteering within the school. All teachers, volunteers, members of the School Board and other adults working with children are expected to understand and follow this policy.



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The school recognises that safeguarding is a shared responsibility and that effective safeguarding requires a child-centred approach. The welfare and best interests of the child are the school's primary consideration.

The school is committed to creating a culture in which children feel safe, respected, listened to and able to raise concerns.

The school will act promptly and appropriately when concerns arise and will work with parents, carers and relevant external agencies where necessary to protect children from harm.

This policy has been developed with reference to the safeguarding expectations set out in **Keeping Children Safe in Education 2026 (KCSIE 2026)** and relevant local safeguarding procedures.

2. Scope of the policy

This policy applies to:

- all teachers;
- teaching assistants;
- volunteers;
- members of the School Board;
- school management;
- temporary or visiting staff;
- contractors and other adults working on behalf of the school where applicable;
- any other person who has regular contact with pupils through the school.

All adults working with children are expected to understand their safeguarding responsibilities and to report concerns without delay.

3. Safeguarding principles

The school follows the following safeguarding principles:

- safeguarding is everyone's responsibility;
- the child's welfare and best interests are central to all safeguarding decisions;
- concerns must be taken seriously and acted upon promptly;
- staff must not assume that someone else will report a concern;
- staff should always maintain professional boundaries;
- information should be shared when necessary to protect a child;
- safeguarding concerns must be recorded accurately and securely;
- children should be listened to and treated with dignity and respect;
- the school will work with relevant external agencies where necessary.



4. Roles and responsibilities

4.1 Headteacher

The Headteacher has overall responsibility for ensuring that appropriate safeguarding arrangements are in place within the school.

The Headteacher will support the DDSL in carrying out safeguarding responsibilities and will ensure that safeguarding concerns are dealt with appropriately.

4.2 Deputy Headteacher

The Deputy Headteacher supports the Headteacher in the leadership and management of the school and supports the implementation of the school's safeguarding arrangements.

The Deputy Headteacher is expected to understand the school's safeguarding procedures and to act appropriately if a safeguarding concern is raised.

Where necessary, the Deputy Headteacher will support the Headteacher, DSL and DDSL in ensuring that safeguarding procedures are followed effectively.

4.3 Designated Safeguarding Lead (DSL)

The DSL has responsibility for coordinating safeguarding and child protection arrangements within the school.

The DSL will:

- receive and assess safeguarding concerns;
- make or coordinate referrals to relevant external agencies where appropriate;
- maintain safeguarding records;
- support staff and volunteers with safeguarding concerns;
- ensure safeguarding procedures are communicated to staff and volunteers;
- coordinate safeguarding training;
- work with relevant safeguarding partners where required;
- ensure that safeguarding policies and procedures are reviewed and updated.

4.4 Deputy Designated Safeguarding Lead (DDSL)

The DDSL supports the DSL in carrying out safeguarding responsibilities and acts on behalf of the DSL when required.

Staff and volunteers may report safeguarding concerns to either the DSL or DDSL.



4.5 Teachers and Volunteers

Teachers and volunteers are responsible for:

- following this policy and related safeguarding procedures;
- recognising possible signs of abuse, neglect or exploitation;
- reporting safeguarding concerns without delay;
- maintaining appropriate professional boundaries;
- completing required safeguarding training;
- recording concerns accurately where required.

5. Designated Safeguarding Lead and Deputy Designated safeguarding Lead

Designated Safeguarding Lead (DSL): Monika Grablewska

Deputy Designated Safeguarding Lead (DDSL): Patrycja Zencuch

The DSL and DDSL are responsible for coordinating safeguarding and child protection arrangements within the school.

Staff and volunteers should report safeguarding concerns to the DSL or DDSL without delay.

If the concern relates to the DSL, the concern must not be reported to the DSL. It should instead be reported to the Director or another appropriate senior person and managed in accordance with the school's allegations procedure.

6. Recognising safeguarding concerns

Safeguarding concerns may arise from a child's behaviour, communication, appearance, attendance, relationships or circumstances.

Staff and volunteers should remain alert to possible signs of:

- physical abuse;
- emotional abuse;
- sexual abuse;
- neglect;
- domestic abuse;
- online harm;
- bullying and cyberbullying;
- child-on-child abuse;
- sexual harassment or sexual violence;
- significant changes in behaviour or emotional wellbeing;
- unexplained injuries;
- concerning changes in attendance or presentation;
- inappropriate or concerning relationships with adults or other children.



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Staff do not need to be certain that abuse has occurred before reporting a concern. A concern should be reported whenever there is a reasonable basis for believing that a child may need help or protection.

7. Reporting safeguarding concerns

Any teacher or volunteer who has a safeguarding concern about a child must act immediately and report the concern to the DSL or DDSL without delay.

Staff and volunteers must:

1. listen carefully if a child speaks to them;
2. remain calm and supportive;
3. avoid investigating the concern themselves;
4. avoid asking leading questions;
5. report the concern to the DSL or DDSL without delay;
6. make a written record of the concern as soon as possible;
7. record the child's words as accurately as possible where relevant;
8. follow any further instructions given by the DSL.

Staff must not assume that another member of staff will report the concern.

If a child is in immediate danger, staff must contact the emergency services by calling **999**.

8. Responding to a child disclosure

If a child tells a member of staff that they have experienced or are experiencing harm, abuse or another safeguarding concern, the member of staff should:

- listen calmly;
- take the child seriously;
- allow the child to speak without interruption;
- reassure the child that they have done the right thing by speaking to an adult;
- explain that the information cannot be kept secret if someone needs to be told to keep the child safe;
- avoid promising confidentiality;
- avoid asking unnecessary or leading questions;
- not investigate the allegation;
- report the concern to the DSL or DDSL without delay;
- make a factual written record as soon as possible.

Staff should not express disbelief, blame the child or make promises about what will happen next.



9. Recording safeguarding concerns

Safeguarding concerns must be recorded accurately, factually and promptly.

Records should include, where relevant:

- the date and time of the concern;
- the name of the child;
- a factual summary of the concern;
- relevant information provided by the child or another person;
- actions taken;
- who the concern was reported to;
- decisions made;
- the rationale for decisions;
- any referrals made;
- follow-up actions and outcomes.

Records must be stored securely, and access must be restricted to authorised individuals.

Safeguarding records must not be altered in a way that removes or obscures the original information.

10. Information sharing and confidentiality

Safeguarding information will be shared on a need-to-know basis and in accordance with applicable data protection requirements.

Data protection requirements must not prevent information from being shared where sharing is necessary to protect a child from harm.

Staff should never promise a child or another person that information will remain completely confidential where there is a safeguarding concern.

Information should be shared with the DSL, DDSL or relevant external safeguarding agency where necessary to protect a child.

11. Low-level concerns

The school promotes a culture in which all concerns about the behaviour of adults working or volunteering with children are taken seriously.

A low-level concern is any concern, however small, that an adult working or volunteering with children may have acted in a way that:



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- is inconsistent with the school's Code of Conduct or expectations;
- does not meet the threshold for an allegation of abuse or harm; or
- may indicate a pattern of behaviour that could become more serious if not addressed.

Low-level concerns must be reported to the DSL or an appropriate senior member of staff.

Low-level concerns will be recorded, reviewed and dealt with appropriately.

The school will consider whether a pattern of low-level concerns indicates that further action, training, supervision or safeguarding intervention is required.

12. Allegations and concerns about staff, volunteers and other adults

Any allegation or safeguarding concern about an adult working or volunteering with the school must be taken seriously and reported immediately.

This includes concerns relating to:

- teachers;
- teaching assistants;
- volunteers;
- members of school management;
- contractors;
- visiting staff;
- other adults working with or having contact with pupils through the school.

The person receiving the allegation must not investigate the matter themselves.

If a safeguarding concern or allegation relates to the DSL or Director, the concern must not be reported to that person. The concern should be reported directly to an appropriate external safeguarding authority, including the Local Authority Designated Officer (LADO) where the concern relates to an allegation against an adult working with children. Where appropriate, the school will seek advice from or make a referral to the Local Authority Designated Officer (LADO), Children's Social Care and/or the Police.

The school will maintain confidentiality and will share information only with those who need to know.

14. Whistleblowing

The school is committed to creating an environment in which staff and volunteers feel able to raise concerns about safeguarding practice.



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Anyone who has concerns about unsafe safeguarding practice should raise the concern with the DSL, DDSL, or another appropriate senior person.

If a person feels unable to raise the concern internally or believes that their concern has not been dealt with appropriately, they may seek advice from an appropriate external safeguarding authority.

Staff may also contact the **NSPCC Whistleblowing Advice Line on 0800 028 0285** for advice about safeguarding concerns.

No person should be treated unfairly for raising a genuine safeguarding concern in good faith.

KCSIE 2026 podaje właśnie możliwość kontaktu z NSPCC Whistleblowing Advice Line, jeśli concern nie może być bezpiecznie zgłoszony wewnętrznie.

15. Child-on-child abuse

The school recognises that children and young people can harm other children.

Child-on-child abuse will never be dismissed as simply "children being children".

Concerns may include:

- bullying;
- cyberbullying;
- physical violence;
- threats or intimidation;
- sexual harassment;
- sexual violence;
- inappropriate sexual behaviour;
- sharing sexual images;
- coercive or controlling behaviour;
- discriminatory or prejudicial behaviour.

Any concern about child-on-child abuse must be reported to the DSL or DDSL without delay.

The school will assess the circumstances, take appropriate safeguarding action and consider whether information should be shared with parents/carers or external agencies.

The school will consider the needs and safety of all children involved, including the child who may have caused harm and the child who may have experienced harm.



16. Online safety and digital communication

The school recognises that safeguarding concerns may arise through online activity, social media, messaging applications, gaming platforms and other digital environments.

Teachers, volunteers and staff must:

- use only approved school communication methods when communicating with pupils or parents;
- not communicate privately with pupils through personal social media accounts;
- not use personal messaging accounts to communicate privately with individual pupils unless specifically authorised and appropriate;
- protect children's personal information and images;
- report online safeguarding concerns to the DSL or DDSL;
- follow the school's data protection and safeguarding procedures when handling digital information.

Online concerns will be treated as safeguarding concerns where there is a risk of harm to a child.

17. Photography and images

Photographs or videos of children may only be taken, stored or published in accordance with the school's photography and consent arrangements.

Staff and volunteers must not use personal devices to photograph children unless this has been specifically authorised by the school.

Images of children must be handled securely and must not be shared through personal social media accounts.

The school will obtain appropriate parental or guardian consent where consent is required for the use of children's images.

18. Safer recruitment and dbs checks

The school follows safer recruitment principles to help ensure that adults working with children are suitable to do so.

Recruitment and safeguarding checks will be appropriate to the role and level of contact with children.



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Where a DBS check is required for a role, the school will ensure that the appropriate level of DBS check is completed in accordance with the legal requirements applicable to that role.

The school will maintain appropriate records of safeguarding checks and recruitment decisions.

DBS certificates do not have an official expiry date. The school will determine when further checks are required in accordance with current guidance, the nature of the role and the school's safeguarding procedures.

Where appropriate and legally permitted, the school may use the DBS Update Service to support ongoing suitability checks.

19. Safeguarding training and induction

All teachers and volunteers must receive appropriate safeguarding information and training relevant to their role.

Safeguarding induction should include:

- this Safeguarding and Child Protection Policy;
- the identity and role of the DSL and DDSL;
- how and when to report safeguarding concerns;
- how to respond to a child disclosure;
- the school's procedures for allegations and low-level concerns;
- professional boundaries and staff conduct;
- online safety;
- information sharing and confidentiality.

Safeguarding training and updates will be provided as appropriate, and records of completed training will be maintained.

Staff and volunteers are expected to remain familiar with current safeguarding procedures.

20. Staff and volunteer conduct

All teachers and volunteers must:

- treat children with dignity, respect and fairness;
- maintain appropriate professional boundaries;
- use appropriate language and behaviour;
- avoid behaviour that could reasonably be perceived as inappropriate;
- never use physical punishment;
- avoid unnecessary physical contact with pupils;



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- follow school safeguarding and behaviour procedures;
- use approved communication channels;
- report concerns about their own behaviour or the behaviour of another adult where appropriate;
- report any safeguarding concern about a child without delay.

21. Supervision and safe working practices

The school will ensure that children are appropriately supervised during lessons, breaks, arrival, departure and school activities.

Supervision arrangements will take account of:

- the age of the children;
- the number of children;
- the activity taking place;
- the physical environment;
- identified safeguarding and health and safety risks;
- the availability of appropriately trained adults.

Staff must not leave children unsupervised unless this is specifically permitted by the school's procedures and risk assessment.

Any unexpected safeguarding or supervision concern must be reported to the DSL or DDSL without delay.

22. Children requiring additional support

The school recognises that some children may be at increased risk of harm or may require additional support.

Staff should remain alert to safeguarding concerns affecting children who may experience additional vulnerability, including children with SEND or disabilities and children experiencing significant changes or difficulties in their home, social or educational circumstances.

Staff should report concerns to the DSL or DDSL and should not make assumptions about the level of risk based solely on a child's age, disability or other characteristics.

23. Working with parents, carers and external agencies

The school will work with parents and carers wherever appropriate and doing so is consistent with safeguarding the child.



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Where necessary, the school will work with external safeguarding agencies, including:

- Leicester City Council Children's Social Care;
- Police;

Staff should not delay urgent safeguarding action while waiting for parental consent were doing so could place a child at risk.

For Leicester, Children's Social Care currently gives the **Duty and Advice Service: 0116 454 1004, 24 hours a day.**

24. Emergency safeguarding situations

If a child is in immediate danger or requires urgent medical assistance, staff must contact the emergency services by calling **999**.

Staff must then inform the DSL or DDSL as soon as it is safe and appropriate to do so.

For urgent safeguarding concerns relating to a child in Leicester, Children's Social Care can be contacted through the Duty and Advice Service on **0116 454 1004**, available 24 hours a day.

Staff do not need to wait for confirmation or proof of abuse before reporting a safeguarding concern.

25. Data protection and safeguarding records

The school will process safeguarding information in accordance with the UK GDPR, the Data Protection Act 2018 and applicable safeguarding requirements.

Safeguarding information will be:

- recorded accurately;
- stored securely;
- accessed only by authorised individuals;
- shared only where necessary and appropriate;
- retained in accordance with the school's data retention arrangements.

Data protection must not prevent necessary information sharing where this is required to safeguard a child.



Safeguarding records must be handled confidentially and must not be stored on personal devices or shared through personal communication channels unless specifically authorised and appropriately protected.

26. Monitoring, review and policy governance

The school will regularly monitor and review its safeguarding arrangements.

This includes:

- safeguarding concerns and referrals;
- safeguarding records;
- safeguarding training;
- DBS and safer recruitment records;
- low-level concerns;
- allegations and safeguarding concerns relating to adults;
- safeguarding procedures and risk assessments.

This policy will be reviewed at least annually and sooner where required by:

- changes in legislation or statutory guidance;
- changes to local safeguarding procedures;
- significant safeguarding incidents;
- changes to school activities, staffing or premises;
- learning from safeguarding concerns or incidents.

The Director and DSL are responsible for ensuring that the policy remains current and is communicated to staff and volunteers.



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27. Key safeguarding contacts

Designated Safeguarding Lead (DSL):

Monika Grablewska

Deputy Designated Safeguarding Lead (DDSL):

Patrycja Zencuch

Headteacher:

Monika Grablewska

Deputy Headteacher:

Tomasz Pawelek

School Manager:

Patrycja Zencuch

Children's Social Care - Leicester City Council:

Duty and Advice Service: **0116 454 1004 (24 hours)**

Emergency Services:

999

NSPCC Whistleblowing Advice Line:

0800 028 0285