

Keeping your child safe is our key priority in St Monica's CW Primary School.



If your child tells a member of school staff that they have been hurt by another adult or is going to be hurt then that member of staff has a **duty to report** this to the School's Designated Safeguarding Person - **Mrs Abi Cuthbert**. Mrs Tanya Meakins and Mrs Kelly O'Gorman deputise for Mrs Cuthbert if she is not available.

The Designated Safeguarding Person will sometimes need to share this information with Cardiff Children's Services for advice and support. You may be informed that this is happening unless advised otherwise by Children's Services.

Please understand that when we do this, we are following the Wales Safeguarding Procedures and not making any judgements about families.

If you have any concerns about a child, please contact any of the members of staff mentioned above. If you have any concerns about the conduct of a member of staff please contact Mrs Cuthbert. If you have any concerns about Mrs Cuthbert's conduct you must contact the Chair of Governors, Miss Ceri Prosser - you can do this by writing a letter marked as private and urgent for her attention only.

“The needs of the child come first”