

Designated Safeguarding Staff

Guidance for recording information

You should record your concerns as soon as possible and any note should include the following:

- *the nature of your concern;*
- *what is the evidence that led to the concern;*
- *what the child said and what you did or said in response (if a discussion has taken place).*

It may be that you have a concern which feels very vague and would simply like to discuss your concerns with the Designated Safeguarding Lead, or in her absence, the Head Teacher. Please feel free to do so.

Dealing with issues of child abuse can be distressing for the adult to whom the abuse is disclosed or who has concerns. It is terribly important that you talk about your feelings after the event.

However, it is also very important to remember that children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.



Ms Caron Short
Designated Safeguarding Lead



Mrs Lisa Mayes
Headteacher
Deputy Safeguarding Lead



Mrs Claire Harmer
Deputy Safeguarding Lead

If you have any queries regarding the information contained in this leaflet, or require further clarification of any points, please do not hesitate to contact either Ms Short, Mrs Mayes or Mrs Harmer



Safeguarding and Child Protection Procedures

An information leaflet for
volunteers and visitors to
the school.



School Tel: 01793 535033

CHILD PROTECTION PROCEDURES

As a visitor to our school, either as a helper, supply teacher or someone who has come to work with our children in any other capacity, it is important that you are aware of our Child Protection procedures.

♦ **As required, we have a Designated Safeguarding Lead who is Ms Short. In her absence, you need to address any concerns to one of the Deputy 0Safeguarding Leads: Mrs Mayes or Mrs Harmer .**

There are four categories of abuse

- *Physical abuse*
- *Sexual abuse*
- *Emotional abuse*
- *Neglect*

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone that they trust or know well and this will not always be their own class teacher. It may be someone that reads with them regularly and with whom they have formed a good relationship.

There may however be occasions when you have cause for concern either about marks or bruises on a child, about something that they say or the condition that they are in at school, e.g. dirty, smelly or hungry.

Disclosure of abuse by a child

If you are approached by a child wanting to talk, you should listen positively and reassure the child. If you can, try and ensure a degree of privacy, but this may not always be possible.

Whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass – for every child that does finally disclose information, evidence shows that they have usually tried up to 12 times before.

Helping the child when abuse is disclosed:

- Be prepared to listen and comfort.
- Do not show revulsion or distress, however distasteful the events are.
- Stay calm and controlled.
- **Do not make false promises, i.e. that you will keep the abuse a secret or that the police will not be involved.**
- **Do not promise confidentiality.**
- Let the child know at once that it was not his/her fault and keep restating this.
- Be aware of your own feelings about abuse and find someone you can share those feelings with once the procedures have been completed.
- Reassure the child that they were right to tell, even though the abuse may have happened a long time ago.
- Reassure the child that you still care for them and that what they have said does not make you care for them less.
- As soon as possible write a first hand account of what was said and done.
- Make them aware that their disclosure will be reported only to those who need to know and can help.
- **Do not question a child; try to limit your involvement to listening.**

It is also important to remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to the Designated Safeguarding Lead, Ms Short.

If you have concerns about a child's welfare

It may be that you might have concerns about a child's well-being, but they have not actually said anything to you. If such a situation arises, you should speak to the Designated Safeguarding lead.

Abuse or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. If you have worked with a group of children over many weeks, you may see changes in behaviour. Such changes may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be the symptoms of a hidden disability or undiagnosed medical condition, and the need to distinguish those cases reinforces the need for a careful and thorough assessment of the child and his/her needs when concerns are passed on.

It is important you do not feel afraid about passing on their concerns. The information may be a small piece in a bigger jigsaw and help to get a better understanding of a child's predicament. Any concerns, however seemingly trivial, should be passed on to the designated child protection officer.

Once again, you should put your concerns in writing as well as talking to the Designated Safeguarding Lead.

If you have concerns about the actions of a member of staff:

Please report any concerns you have to the Headteacher before leaving the site.