



TOWN JUNIOR

## **CHILD PROTECTION PROCEDURES FOR VISITORS & VOLUNTEERS 2016 - 2017**

**Designated Senior Person:  
Julie Gilmour  
Deputy Head teacher**

Town Junior School is committed to the highest standards in protecting and safeguarding the children entrusted in our care. Our school will support all children by:

- Promoting a caring, safe and positive environment within school.
- Encouraging self esteem and self assertiveness
- Effectively tackling bullying and harassment.

1. Child Protection is everyone's responsibility, it is important that we follow legal procedures.
2. A child is someone less than 18 years old.
3. Safeguarding is the action we take to promote the welfare of children and protect them from harm.
4. Child Protection is the activity that is taken to protect specific children from suffering. The suffering can take the form of:

- \* Physical injury
- \* Physical neglect
- \* Emotional Injury
- \* Emotional Neglect
- \* Sexual Abuse

Everyone working with our children, their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Senior Designated Person immediately.
- If the DSP is not available please contact the headteacher or the DSL Nic Wigley at PBS.
- Disclosures of abuse or harm from children may be made at any time.

**If anything worries or concerns you, report it straight away. Please see the flow chart opposite for more information on reporting a concern.**

# STEPS TO TAKE IN THE CASE OF A CHILD PROTECTION INCIDENT

A member of staff notices physical signs (e.g. bruises) or overhears a suspicious conversation from a pupil.



Note down information on a yellow alert form and pass it on to the Designated Senior Person (JULIE GILMOUR) immediately or the headteacher or any Senior Member of Staff if they are not available/Nic Wigley at PBS.

A child approaches any member of staff about a problem.



Reassure but **do not** give a binding promise of confidentiality, as we are legally bound to refer any suspected cases of child abuse. **Do not** ask the child to produce a written account as this would negate future action.

**IF**



Child has already produced a written account of possible abuse (e.g. note/letter that is handed to staff)

Child verbally describes possible abuse.



Only ask open questions. **Do not** question excessively, we **do not** investigate child abuse.



Pass this on to the Designated Senior Person (JULIE GILMOUR) or any Senior Member of Staff if they are not available (as above) . **This must happen immediately.**

At an appropriate time (during or immediately after discussion) write down the main points of conversation on yellow alert form. ( See Appendix A from Child Protection Incident Report)