

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.

We have a designated Safeguarding Lead, the Headteacher, Mrs Ursula Scott. In her absence, you need to address any concerns to the Deputy Safeguarding Lead, Mrs Pitman-Jones.

What is abuse?

- *Physical: Where a child's body is deliberately hurt or injured, by an adult or other child*
- *Sexual: Where adults use children, or their images, to satisfy sexual desires; other children can also be abusers*
- *Emotional: Where children may be deprived of love, continually shamed and taunted, given responsibility beyond their years, or witness the ill treatment of another*
- *Neglect: A persistent failure to meet a child's physical, emotional and/or psychological needs*

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 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.

A child may choose to talk to you about something which concerns them. It is important to:

- Always take what a child says seriously
- Listen but **do not** investigate
- Encourage the child to speak to their parents or carers (if appropriate)
- Report factually, record, date, time and sign any concerns you may have and speak to the designated person; so s/he takes responsibility to inform the relevant agencies without delay
- Observe confidentiality with colleagues, family and friends

In exceptional circumstance you may have concerns, about the conduct of a colleague. It is important that you observe the points in this leaflet and inform the SDP, or deputy, immediately. S/he will refer to children's social care services and a LADO (Lead Authority Designated Officer) will co-ordinate any future actions. If the concern is about the Headteacher, you may contact the Chair of Governors directly. You may also

“whistleblow” and refer to Children's Social Care Services or the police direct.

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 Child Protection teacher.

Staff can help to keep children safe by always acting in a professional manner:

- Always follow the school's ID security procedures as appropriate
- Avoiding being alone in any situation with a child as you may both be vulnerable
- Being polite and friendly but not forging relationships with children nor making favourites
- Avoiding physical contact unless absolutely necessary when a child is injured and there is an emergency

Guidance for recording information

You should record your concerns as soon as possible, using the school's agreed form (copies in the staff room) 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 (if a discussion has taken place; 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 Child Protection teacher, or in her absence, the deputy headteacher. 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.

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 the Head or Deputy Head.

Monitoring the areas you work in by:

- Being observant of children and adults together
- Being aware of children who may be alone and in the area a long while, particularly if young
- Observing Health & Safety regulations
- Not accepting swearing, bullying or other behaviours from the public when children are either involved or in close proximity
- Being alert to members of the public/staff approaching, videoing, or taking photographs of children who are either alone or not seemingly related to them
- Reporting any such behaviours/incidents to the lead person (or deputy) for safeguarding

- Seeking help from management or dialing 999 without delay if such behaviours are criminal or dangerous
- Being aware of visitors seemingly having no business on the premises

Basic Principles for Safe Working Practice

- The child's welfare is paramount (Children Act 1989)
- Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions
- Adults working in the school must work and be seen to work in an open and transparent way
- All staff, volunteers and visitors to the schools must provide a good example and a positive role model to pupils

South West Multi Agency CP Procedures can be accessed online at:

www.swcpp.org.uk

More detailed advice is available from Wiltshire Council Model Code of Conduct for Safe Practice (Guidance for Safer Working Practice for Adults who work with Children or Young People) or from class teachers or Headteacher.

USEFUL CONTACTS

**CHILDREN'S SOCIAL CARE SERVICES
POLICE
NSPCC 0808 800500
CHILDLINE 0800 1111**

SUTTON BENDER C of E PRIMARY SCHOOL (VA)

SAFEGUARDING CHILDREN GOOD PRACTICE GUIDELINES

**An information leaflet for
volunteers and visitors to the
school**



All adults have a duty of care towards the welfare of children and young people and are responsible for:

- Health & safety
- First Aid
- General well-being
- Child protection

**The Senior Designated Lead (SDL) for
Safeguarding is:
Mrs Ursula Scott
Contact 01249 720407
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