

WEST VALE PRIMARY SCHOOL

CHILD PROTECTION PROCEDURES



- If you see any marks or bruises on a child, please ask about them. If the reasoning sounds suspicious ask general questions, but do not ask any leading questions, or promise confidentiality. Do not discuss your concerns with colleagues or people outside work. Please see the diagram below for possible indicators.
- If a child says something that you think is inappropriate, strange or suspicious, again, do not ask any leading questions but report to Mr Wightman, Miss Grondalski or Mrs. Mooney. If possible make accurate notes using the child's words.

All incidents and concerns should be logged via CPOMS –

- Teachers should record the incident or concern themselves using their own log in.
- Teaching Assistants should record the incident or concern using the Teachers log in and with the Teacher present.
- The Learning Mentor should record the incident or concern using their log in.
- Lunchtime staff and Caretaker should report the incident to the Business Manager or DSL. They will record the incident or concern using their log in, dictating the relevant information.
- Admin staff should record the incident or concern using their own log in

Second hand information can be included. This can include other parents' concerns, playground talk, other children's words but this must be indicated in the report.

- Always listen if the child wants to talk. Remember TED.
- **T**ell me
- **E**xplain to me
- **D**escribe to me
- On-going concerns of a child, or family, or any parental concerns, are recorded on CPOMS by Mr Wightman, Mrs Scott, Miss Grondalski or Mrs Mooney.
 - Examples of parental concerns include constant lateness, alcohol evidence, bruising on children (or parents) etc. The DSL's should always be consulted about any concerns and this should be recorded using the process above.

Mr Wightman, Mrs Scott, Miss Grondalski or Mrs Mooney, will make any decisions on referrals, or other agencies involvement where necessary. This may involve interim measures e.g. a log being kept in class, to record incidents such as regularly having no breakfast, unkempt appearance, regular lateness.

- All lateness/attendance concerns go to Mr Wightman, Mrs Scott, Miss Grondalski or Mrs Mooney,
- Professional Judgement and knowledge of our children is important and should be used at all times.

If a child discloses any type of abuse, or staff members are suspicious, there are 10 steps to remember:

1. Stay calm
2. Ensure that your response is child centred, appropriate and professional
3. Listen, and take seriously what the child is saying to you.
4. Be honest and clear about your confidentiality.
5. Allow children time and space to talk to you, avoid interrogating, investigation or examining children in your care. Remember **T E D**.
6. If you see a child with an injury, always ask them how they sustained the injury. Does the injury require immediate medical attention or referral?
7. Always record details factually. Records should say what the child says in their own words along with any parental explanation and should be recorded on CPOMS using the process above.
8. Discuss your concerns with a DSL.
9. Serious Child Protection concerns, do not delay in seeking advice. Support may be needed from the Local Authority Designated Officer (LADO) 01422 393296, or MAST 01422 393340.
10. Seek support and advice for yourself at an appropriate juncture if needed. Child Protection issues are always stressful.