

When and what might I be concerned about?

At any time you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

Harm to a child can be caused by:

A parent/carer
A family member/friend
Another child
A stranger
A member of staff/volunteer *

What should I do if a child discloses that s/he is being harmed?

1. Listen

Listen carefully to what is being said to you, do not interrupt.

2. Reassure

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non-judgemental. Do not promise to keep what is said a secret. Ask non-leading questions (TED) to clarify if necessary:

Tell me more...
Explain that to me...
Describe what happened....

Then follow the steps in the flowchart to the right.

The information you have may not be enough on its own for a Child Protection referral, however it will help your DSP to make a decision about risk of harm to the child.

What must I do?

Recognise your concern

Respond - inform your DSP/Deputy DSP without delay (or Head Teacher/Chair of Governors where appropriate*)

Make a written record using the *Record of Concern* form (using the child's own words), sign and date it

Pass the record to the DSP/Deputy DSP (where appropriate) * as soon as possible

What should I do if the alleged abuser is a member of the school staff?

If your concern is about a staff member or volunteer, you should report this to the Head Teacher. If your concern is about the Head Teacher, you should report such allegations to the Chair of Governors. Contact details can be found on the back of this leaflet.

How do I ensure my behaviour is always appropriate?

Please ask a member of the Senior Leadership Team for school guidance regarding Safer Working Practice. The DSCF have also produced guidance entitled '**Safer Working Practice for those working with Children and Young People in Education Settings**' (2015). This publication can be found on the Hertfordshire Grid for Learning. It is also available electronically on the staff drive or from the DSP.

CONTACTS

The school has a Child Protection Policy and a copy is available from:

School website/the DSP/school's staff room

In line with this, regardless of the source of harm, you **MUST report** your concern.

Acting Headteacher (also DSP):
Mrs Sukhi Gill

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Your DSP is:
Mrs Sukhi Gill

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Your Deputy DSP is:
Miss Elise Chatman

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Contact your DSP/DDSP at/on:
School/01920 830233

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Your Chair of Governors is:
Mr Charles Clark

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Contact him on/at:
c/o 01920 830233

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Children's Services
0300 123 4043
SOOHS (Schools Out of Hours Service - Children's Services)
0300 123 4043
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**SAFEGUARDING CHILDREN
QUICK REFERENCE FOR NEW
SCHOOL STAFF, GOVERNORS,
VOLUNTEERS OR VISITORS**

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:
providing a safe environment,
identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action.

This leaflet has been given to you to make sure you understand what is expected of you. Please seek advice from your **Designated Senior Person** for Child Protection if you are unclear about anything in this leaflet and keep it in a safe place.



