

**SAFEGUARDING CHILDREN
QUICK REFERENCE FOR NEW
SCHOOL STAFF or VOLUNTEERS**

As an adult working with children and young people YOU have a duty to act when you have a concern about a child's welfare.

**Child Protection Schools Liaison Team
01992 556936**



WHEN TO BE CONCERNED?

When you become aware of information that leads you to be concerned about the physical, emotional or sexual wellbeing of a child.

The information you have may not be enough on its own for a child protection referral. However, it will help your **Designated Senior Person (DSP)** to make a decision about risk of harm to the child.

ALERTS

- You may see physical signs
- You may hear worrying accounts
- You may pick up on emotional distress
- You may notice changes in a child's behaviour or presentation
- Someone may disclose to you

**HARM TO A CHILD CAN BE
CAUSED BY:**

- A parent / carer
- Family member / friend
- Another child
- Stranger
- Member of staff / volunteer*

Regardless of the source of harm you **MUST** report your concern to you DSP

*If your concern is about a staff member / volunteer you should report this to the Head Teacher.

If your concern is about the Head Teacher inform your Chair of Governors.

Your Chair of Governor is
Helen Anthony
You can contact her on
01707 324251

WHAT MUST I DO?

- Recognise your concern
- Respond by passing the information on

Inform your DSP or Deputy DSP without delay (or Head Teacher/Chair of Governors where appropriate)

- Your DSP is Interim Headteacher Amanda Abley
- Deputy DSP's are Rachel Howes, Deputy Headteacher, Natalie Moore, SENCo and Natalie Spragg, EYFS Lead
- Contact your DSP/DDSP on 01707 324251
- Make a written record, sign and date it
- Pass the record to the DSP/or Deputy DSP

DEALING WITH A CHILD'S DISCLOSURE

Listen

Listen carefully to what is said to you. Don't interrupt. **Reassure**

Be calm, attentive and non judgmental. Don't promise to keep what is said secret. Ask non-leading questions to clarify if necessary.

Respond

Tell your DSP without delay

Write it down!

Use the child's own words. Note anything else that made you concerned.

Sign and date it.

Give it to your DSP

Remember!

Delay in reporting your concerns could cause the child greater harm.

School staff are often the first people to see a child after they have been abused.

Not all abuse has physical signs.

If in any doubt TALK to your DSP. Safeguarding of a child must be your **first** priority.