

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 he or she 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 DSL to make a decision about risk of harm to the child.

What must I do?

Recognise your concern



Respond

Inform your DSL/Deputy DSL without delay (or Chair of Governors where appropriate)



Make a written **record** on the form which is available in the staffroom or can be obtained from the school office. Where possible record the child's own words. Sign and date the form.



Report to the DSL/deputy DSL, passing on the record to him/her.

Anyone can make a referral to Hertfordshire

Children's Services on

0300 123 4043

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 Headteacher. If your concern is about the Headteacher, you should report such allegations to the Chair of Governors. You can also report to the Deputy DSL. Contact details can be found on the back of this leaflet.

The NSPCC Whistleblowing Advice Line is also available on 0800 028 0285

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 Safer Recruitment Consortium have also produced guidance entitled 'Safer **Working Practice for Adults who work with Children and Young People in Education Settings**' (2015). This publication can be found on the Hertfordshire Grid for Learning.

Contacts

The school has a Child Protection Policy and a copy is available from the Headteacher.

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

The DSL is Mrs Mary Driver (Headteacher)

or the Deputy DSL's are Claire Gunn, EYFS Lead, Victoria Wheat and Julie Hall, Assistant Heads

You can contact them in person at school or through the school office (below).

The Chair of Governors, Funda Shibli can be contacted via the school office.



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A Guide to Safeguarding Children for School Staff & Volunteers

All adults who work or volunteer in school share a responsibility to help keep children and young people safe by providing a safe environment, and by 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 the **Designated Safeguarding Lead (DSL)** if you are unclear about anything in this leaflet and keep it in a safe place.*

