What should I do if the alleged abuser is a member of staff working with children?*

If your concern is about a staff member or volunteer, you should report this to the most senior person not implicated in the concern, so in most cases the Head Teacher. If however your concern is about the Head Teacher, you should report this to the Chair of Governors. Contact details can be found on the back of this leaflet. The senior person will then contact the Local Authority Designated Officer (LADO) on 01452 426994 for a discussion.

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 produced guidance entitled 'Safer Working Practice for Adults who work with Children and Young People in Education Settings' (2015) which can be found on the GSCE website www.gscb.org.uk

CONTACTS

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

The school website or office

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

Head Teacher:

Samantha Porter

Your Designated Safeguarding Lead (DSL) is:

Samantha Porter

Your Deputy DSLs are:

Sarah Bird and Sue Taylor

Contact your DSL or DDSL at/on:

Leckhampton C of E Primary School

01242 524062

Your Chair of Governors is: Paul Harris
Contact them on/at:

chair@leckhampton.gloucs.sch.uk

Gloucestershire Safeguarding Children Executive

SAFEGUARDING CHILDREN QUICK REFERENCE FOR NEW SCHOOL STAFF or VOLUNTEERS

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 Lead (DSL) for Child Protection if you are unclear about anything in this leaflet and keep it in a safe place.

When and what might I be concerned about?

At any time you might 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 promises to keep what is said a secret. Ask non-leading questions e.g (who, what, when, where and how) to clarify if necessary.

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?

Share your concerns verbally with the Designated Safeguarding Lead/Deputy DSL without delay (or Head Teacher/Chair of Governors where appropriate*).



Make a written record (using the child's own words), sign and date it.



Pass the written record to the DSL/Deputy DSL (where appropriate*) without delay.