

SAFEGUARDING CHILDREN

A QUICK REFERENCE GUIDE FOR
NEW SCHOOL STAFF or
VOLUNTEERS WORKING AT STOKE
DAMEREL PRIMARY ACADEMY

Everyone involved in the education service shares an objective to help to keep all children and young people safe by contributing to the following –

- Providing a safe environment
- Identifying children and young people who are suffering or are likely to suffer from significant harm
- Taking appropriate action in regards to the above.

This leaflet has been provided to you to try to ensure that you understand what is expected of you in regards to safeguarding. Please seek advice from your **Designated Safeguarding Lead (DSL)** if you are unclear of anything in this leaflet.

Please keep this leaflet in a safe and accessible place.

CONTACTS

SDPA has a Child Protection and Safeguarding Policy in place and this is available on the school website -

<https://www.sdps.co.uk/policies/>

In line with the policy, regardless of the source of any harm, you **MUST** report any concerns to the School's Safeguarding Team –



Mrs Annie Blackie – Designated Safeguarding Lead

Mrs Natalie Turnock – Deputy Safeguarding Lead

Mrs Isla Ellis - Deputy Safeguarding Lead

School phone number – 01752 567686

School e-mail –
admin@sdps.plymouth.sch.uk

Our Safeguarding Governor is
Lyndsey Leary –
l.leary@sdps.plymouth.sch.uk

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

If you have a concern about a member of staff or a volunteer, you should report this immediately and directly to the Headteacher / DSL.

You should also report such allegations to the Chair of / Safeguarding Governors (if appropriate).

How do I ensure my behaviour is always appropriate?

The Department of Education have produced guidance notes entitled 'Safer Working Practice for Adults Who Work With Children and Young People in Education Settings' (2009) & 'NEOST (Guidance on Conduct' (2002)

These guidance notes will be given to you during your Safeguarding Induction. They are also available upon request if you are visiting the school.

When and what might I be concerned about?

At anytime you may be concerned about information you receive which may suggest that a child is being neglected or may be 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 a child may disclose a harmful experience to you.

Harm to a child may be caused by any of the following persons:

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

What should I do if a child discloses to me that they are being harmed?

1. **Listen**
Listen carefully to what is being said to you, **do not** interrupt
2. **Reassure**
Reassure the child that it is not their fault. Stress that it was the right thing to do to tell someone. Be calm, attentive and non-judgemental. NEVER promise to keep what is being 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 opposite (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 the risk of harm to the child.

What must I do?

Recognise your concern



Respond – inform your DCPO / Headteacher or Chair of / Safeguarding Governors (if appropriate) without delay



Produce a written record of your conversation (making sure you use the child's own words – do not paraphrase).

Ensure you sign and date the document.



Hand the written record to the DSL / Headteacher or Chair of / Safeguarding Governors (where appropriate).