

Cheapside CE Primary School



Safeguarding Information for Volunteers, Club providers and Peripatetic/Sub-contracted staff

Members of staff and volunteers are not required by this school to investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns to the designated person, who will refer the matter to the relevant Children's Services.

To this end, volunteers and staff will follow the procedures as summarised in Appendix 1;

- Upon the receipt of any information from a child, or if any person has suspicions that a child may be at risk of harm, or
- If anyone observes injuries that appear to be non-accidental, or
- where a child or young person makes a direct allegation or implies that they have been abused,
- makes an allegation against a member of staff¹

they must record what they have seen, heard or know accurately at the time the event occurs, and share their concerns with the designated person (or head teacher if an allegation about a member of staff) and agree action to take.

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents.

Appendix 1

CHILD PROTECTION PROCEDURES AT CHEAPSIDE

The designated senior teacher for child protection is the Headteacher – Mrs Searle. In her absence, any concerns should be addressed to Mr Streather – Assistant Headteacher.

There are four categories of abuse:

- **Physical abuse** – Physical injury to a child – reasonable suspicion that the injury was inflicted or knowingly not prevented.
- **Sexual abuse** – The involvement in sexual activities to which the child was unable to give informed consent.
- **Emotional abuse** – Persistent or severe emotional ill-treatment or rejection.
- **Neglect** – The persistent or severe neglect of a child which results in serious impairment of the child's health or development.

¹ Allegation that the member of staff has harmed a child, committed an offence against a child, or behaved in a way that questions their suitability to work with children.

You might become involved because:

- You are approached by a child who wants to talk about something that has or is happening to them. (They will tend to choose someone that they trust or know well and this will not always be their own class teacher).
- You see an injury that cannot be explained.
- Another person may express concern for a child's well-being.
- You may have noticed significant changes in the way a child performs in school.

What to do:

If you are approached by a child wanting to talk, you should listen positively and reassure the child. If you can, try and ensure a degree of privacy, but this may not always be possible.

- Be prepared to listen – not judgementally.
- Do not show revulsion or distress, however distasteful the events are.
- Stay calm and controlled.
- Do not promise confidentiality, you may need to talk to someone else.
- Inform the designated teacher of your concerns immediately.
- Reassure the child but avoid unnecessary physical contact.
- Do not question a child; try to limit your involvement to listening.

It may be that you might have concerns about a child's well-being, but they have not actually said anything to you. If such a situation arises, you should speak to the designated child protection teacher.

Abuse and neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. When working with children over time you may see changes in behaviour. In some cases these changes may be a symptom of a hidden disability or undiagnosed medical condition, and the need to distinguish those cases reinforces the need for a careful and thorough assessment of the child and his/her needs when concerns are passed on.

Record:

- What the child has said – using the child's words or the nature of your concern. Note the context, time and date on your record and sign it.
- Avoid judgements and opinions.
- Ask for advice about what to do next.
- Maintain contact with the child for reassurance.
- Be professional. Do not discuss the matter openly.

It is important to remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to the designated Child Protection teacher.