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 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 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 DSP to make a decision about risk of harm to the child.

What must I do?

Recognise your concern

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Respond – inform your DSP/Deputy DSP without delay (or Head Teacher/ Chair of Governors where appropriate*)

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

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Pass the record to the DSP/deputy DSP (where appropriate) *

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 Head Teacher. If your concern is about the Head Teacher, you should report such allegations to the Chair of Governors. Contact details can be found on the back of this leaflet.

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 DSCF have also produced guidance entitled '**Safer Working Practice for Adults who work with Children and Young People in Education Settings' (2009).** This publication can be found on the Hertfordshire Grid for Learning.

CONTACTS

The school has a Child Protection Policy and a copy is available on the school website.

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

Head Teacher: Kim Perez

Your DSP is: Kim Perez

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Your Deputy DSP is: Tonya Couper

……

Contact your DSP/DDSP on: 01279 654496
head@thorleyhill.herts.sch.uk
tcouper@thorleyhill.herts.sch.uk

……

Your Chair of Governors is: Jane Pickard

……

Contact them on/at:
jpickard@thorleyhill.herts.sch.uk

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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 Person** for Child Protection if you are unclear about anything in this leaflet and keep it in a safe place.

Hertfordshire

Thorley Hill
Respect • Believe • Achieve