

Remember:

- ◆ Never promise not to tell anyone else.

- ◆ Do not carry out your own investigation.

- ◆ Always pass it on.

CHURCHSIDE FEDERATION

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Alternate Designated Person for Safeguarding:

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Alternate Designated Person Safeguarding

Miss Leona Brown

Head of School

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Alternate Designated Person for Safeguarding:

Mrs Katie Tinkley

Federation SENCo

CHURCHSIDE FEDERATION

SAFEGUARDING CHILDREN



An information leaflet for staff,
volunteers and visitors.

SAFEGUARDING CHILDREN PROCEDURES

As a visitor to our school, it is important that you are aware of our safeguarding procedures and follow these guidelines.

There are four categories of abuse:

- ◆ Physical abuse
- ◆ Sexual abuse
- ◆ Emotional abuse
- ◆ Neglect

Safeguarding is not just about protecting children from deliberate harm. It also includes other issues such as e-safety, radicalisation, exploitation, health & safety, bullying, identity based discrimination etc.

A child may approach you and tell you something that has or is happening to them. There may be times when you have cause for concern about marks or bruising or about the condition that they are in at school. Whilst this is alarming, it is important not to let the moment pass—for every child who does finally disclose information, evidence shows that they have usually tried up to 12 times before.

HELPING A CHILD WHEN ABUSE IS DISCLOSED:

- ◆ Be prepared to listen and comfort.
- ◆ Do not show revulsion or distress.
- ◆ Stay calm and in control
- ◆ Do not promise confidentiality. Tell the child that you will only tell those who need to know
- ◆ Let the child know that it was not his/her fault.
- ◆ Do not ask any questions; it is not our role to investigate and could prejudice any criminal investigation.
- ◆ As soon as possible, write a first hand account of what was said.
- ◆ Ensure that you do not share this disclosure indiscriminately.

REPORTING A DISCLOSURE

Write exactly what has been disclosed or that you have noticed as well as the date and time on to the form in Appendix 1 of our

Safeguarding Policy. Spare forms are available in the staff room. This form should then be handed to one of our Designated Leads for Safeguarding. (Their contact details are on the reverse of this leaflet.)

Even if it seems a very small concern, remember that your information may be a small piece in a bigger jigsaw and so it must be passed on. Anyone can make their own referral so if you choose to do this you can call the Multi-Agency Safeguarding Hub 0344 800 8020 who will talk through your concerns and explain the additional form that you will be required to complete. However please pass on this information to the school too.

If an allegation is made about the Headteacher you should pass this information to the Chair of the Local Governing Body. Alternatively, you can contact the Local Authority Designated Of-