

Summary of the Child Protection & Safeguarding Procedure

- Schools are advised to use this Screening Document with volunteers and staff new to the school/service including supply staff and governors.
- Teachers and others in regular contact with children and young people are in a position to get to know those individuals well, to develop trusting relationships, observe changes in behaviour and may be chosen by the young person to share confidence and concerns. Regrettably, there are occasions where child abuse is alleged or suspected. All such situations must be taken seriously.
- It is the policy of this school/establishment to safeguard the welfare of children and all others involved in the school's activities by protecting them from physical, sexual and emotional harm.
- It is the responsibility of each adult to ensure that his/her behaviour is appropriate at all times. A Code of Behaviour is included in this document to give positive guidance for all adults. It is essential that all adults follow the Code of Behaviour whether they work with children, young people or adults. Details of the steps to take if abuse is alleged or suspected are also included in this document, although more detailed LA Child Protection Guidelines are also available to all staff. It is important to remember that school staff are **not** investigating officers.
- If there is an allegation or suspicion of abuse then this must be reported immediately to the Child Protection Co-ordinator or Head of Establishment, whose responsibility it is to refer to social services/police (who are the investigative agencies). At all times the welfare of the young person is paramount. Swift reporting will enable the investigative agency to give advice and take appropriate action.
- These procedures exist, not to discourage adults from being involved in the life of this school/service, but to ensure, as far as possible, that people who may abuse children do not get the opportunity to do so.

Complying with School/Establishment's Child Protection Policy:

- All adults coming into contact with children and young people in this school/service must comply with the Child Protection Policy and Code of Behaviour.
- **As one such person, you are required to sign a copy of this document. By signing, you agree to comply with the policy and follow the Code of behaviour. The form must be read, discussed, signed and handed to the Headteacher/Business Manager or other designated person before you take any duties in this establishment.**
- **In all matters of child protection, the welfare and safety of the child is the paramount consideration.**

Procedure

If you suspect that a child /young person is being abused:

- *Immediately tell the Child Protection Co-ordinator or Headteacher*
- *Record the known facts and give them to the above person.*

If a child or young person tells you he/she is being abused:

- Allow him/her to speak without interruption, accepting what is said
- Advise him/her that you will offer support, but that you **MUST** pass information on to the Child Protection Co-ordinator/Headteacher
- Immediately tell the designated Child Protection Co-ordinator/Headteacher
- Record the facts as you know them, including the account given to you by the young person and give a copy to the designated Child Protection Co-ordinator/Headteacher

If you receive an allegation about any adult or about yourself:

- Immediately tell the Child Protection Co-ordinator/Headteacher
- Record the facts as you know them and give a copy to the Child Protection Co-ordinator/Headteacher

You must refer. You must NOT investigate.

Code of Behaviour

- Do** treat everyone with respect.
- Do** provide an example you wish others to follow.
- Do** plan activities so that they involve more than one person or at least are in sight or hearing of others.
- Do** respect a young person's right to personal privacy.
- Do** provide access for young people and adults to feel comfortable enough to point out attitudes or behaviours they do not like, and try to provide a caring atmosphere.
- Do** remember that someone else might misinterpret your actions, no matter how well intentioned.
- Do** act as an appropriate adult role model.

- Do not** permit abusive youth/peer activities (eg. Bullying, ridiculing).
- Do not** play physical contact games, make inappropriate comments, or have inappropriate verbal banter with young people.
- Do not** jump to conclusions without checking facts.
- Do not** make suggestive remarks/gestures or tell sexist/homophobic/racist 'jokes'.
- Do not** rely on your good name to protect you. It may not be enough.
- Do not** believe it could not happen to you. It could.