

Rushwick School has a Safeguarding Policy and you should have access to and be familiar with its content. All staff will also undertake regular safeguarding training.

What should I do if I am worried about a child?

If whilst working with a child you become concerned about:

- Comments made by a child
 - Marks or bruising on a child
 - Changes in the child's behaviour or demeanour
- Please report these concerns directly to a DSL.

What should I do if a child discloses that he/she is being harmed?

Although the likelihood of this is small it is important to know what to do in such an eventuality as children rarely lie about such matters.

- Listen to what is being said without displaying shock or disbelief; accept what is being said.
- Allow the child to talk freely.
- Reassure the child, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you may have to tell their teacher or Headteacher in order that they can provide appropriate help.
- **Do not interrogate** the child or **ask leading questions**.
- Reassure the pupil that it is not their fault.
- Stress that it was the right thing to tell.
- Do not ask the child to write a statement.
- Do not criticise the alleged perpetrator.

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Any written record should be completed and returned to a DSL to enable the matter to be dealt with in the most appropriate way. **Please ensure you have signed and dated the record.**

Child Protection Advice

As a school we are committed to safeguarding and meeting the needs of children and this leaflet gives crucial safeguarding advice and information for all adults working with children at Rushwick CE Primary School.

What are my responsibilities?

All those who come into contact with children through their work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

DBS checks

Rushwick School's Recruiting and Selection Procedures specify that all volunteers, visitors and employees who have contact with children once a week or more, four or more occasions in a 30 day period, or overnight will require an enhanced Disclosure and Barring Service check. This is to help ensure that unsuitable people are prevented from working with children.

The Headteacher will inform all adults in school as to whether or not they require an enhanced DBS check. If you do not require or hold a certificate you should not be left unsupervised with children.

DBS information is available from the school office where staff can also help individuals complete the application process. Office staff are able to advise which documentation is necessary to present for the ID check to be completed.

It is a requirement, also, that a Designated Safeguarding Lead (DSL) should be informed immediately if anyone becomes subject to any criminal investigation, caution or conviction. This helps to protect that adult as well as the young people in their care.

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

You should report such allegations to a DSMS.

What should I do if the alleged abuser is the Headteacher?

You should report such allegations to the Chair of Governors.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect.

Most adults in school will be working closely with children, often on a one to one basis.

Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils.

If you are working with a pupil on his/her own, always ensure that the door is left open or that you can be visible to others.

Do not photograph pupils, unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details. Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

Please help us to safeguard the children in our care by following these guidelines.



No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the school's DSL if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to the DSL or Deputy DSLs.

If you have any concerns about a particular child or young person and feel that they may be in need of protection or safeguarding members of the public should contact the Family Front Door on **01905 822666**. They are available Monday to Thursday 8.30am to 5.00pm and Friday 8:30am to 4:30pm.

CONTACTS
Designated Safeguarding Lead
Mr D Holley

Deputy DSLs:
Mrs T McClory
Mrs A Stephens

Safeguarding Governor:
Rev. Ann Potter

LADO: 01905 846221



SAFEGUARDING ADVICE
FOR
STAFF
GOVERNORS
VOLUNTEERS
&
VISITORS

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