



Frances Billinge DSL
Headteacher



Sharon Peapell
Deputy Headteacher



Debbie Peart DDSL
Inclusion Manager

Briefing for temporary and supply staff

While working in this school, you have a duty of care towards the children and young people here. This means that at all times you should act in a way that is consistent with their safety and welfare.

In addition, if at any time you have a concern about a children or young person, particularly if you think they may be at risk of abuse or neglect, it is your responsibility to share that concern with the designated person/children protection co-ordinator, who is:

Frances Billinge/Debbie Peart /Sharon Peapell

This is not an exhaustive list but you may have become concerned as a result of:

- Observing a physical injury, which you think may have been non-accidental
- Observing something in the appearance of a child or young person which suggests they are not being sufficiently well cared for
- Observing behaviour that leads you to be concerned about a child or young person
- A child or young person telling you that they have been subjected to some form of abuse

In any of the circumstances listed here, you must write down what you saw or heard, date and sign your account, and give it to the designated person/ child protection co-ordinator. This may be the beginning of a legal process – it is important to understand that the legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

If a child talks to you about abuse, you should follow these guidelines:

- Rather than directly questioning the child, just listen and be supportive
- Never stop a child who is freely recalling significant events, but don't push the child to tell you more than they wish.
- Make it clear that you may need to pass on information to staff in other agencies who may be able to help – do not promise confidentiality. You are obliged to share any information relating to abuse or neglect.
- Write an account of the conversation immediately, as close to verbatim as possible. Put the date and timings on it, and mention anyone else who was present. Then sign it, and give your record to the designated person/child protection co-ordinator, who should contact children's social care if appropriate.

The school has a policy on safeguarding children and young people which you can find, together with the local procedures to be followed by all staff by asking at the main office.

Remember, if you have a concern, discuss it with the designated person/child protection co-ordinator.