

## What should I do if the alleged abuser is a member of staff working with children?

If your concern is about a staff member or volunteer, you should report this to the most senior person not implicated in the concern, so in most cases the Head Teacher.

If, however, your concern is about the Head Teacher, you should report this to the Chair of Governors. The senior person will then contact the Local Authority Designated Officer (LADO) for a discussion.

Contact details can be found on the back of this leaflet.

## How do I ensure my behaviour is always appropriate?

Please ensure you have a copy of the school guidance regarding Safer Working Practice. You should collect a copy from the School Office and sign to say that you have read it. This guidance (*'Safer Working Practice for Adults who work with Children and Young People in Education Settings'*) is also available on the GSCB website: [www.gscb.org.uk](http://www.gscb.org.uk)

## Contacts

The school's Child Protection Policy is available from the School Office. Please ensure you have signed to say that you have read it.

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

Your Designated Safeguarding Lead (DSL) is:

**Miss S Daly, Inclusion Lead**

Your Deputy DSLs are:

**Mr M Allen, Head Teacher**

**Mrs M Cordall, Deputy Head**

**Mrs S Byrne, School Business Manager**

Your Chair of Governors is:

**Mr Neil Eley**

**[chair@upton-st-leonards.gloucs.sch.uk](mailto:chair@upton-st-leonards.gloucs.sch.uk)**

The Local Authority Designated Officer is:

**Mr Nigel Hatten**

**[nigel.hatten@gloucestershire.gov.uk](mailto:nigel.hatten@gloucestershire.gov.uk)**

**01452 426994**



## Safeguarding

### Quick Reference for Staff, Governors and Volunteers

Upton St Leonards Church of England Primary School fully recognises its responsibilities for safeguarding children (child protection). Together with everyone in the education service, we share 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
- Taking appropriate action

This leaflet has been given to you to make sure you understand what is expected of you. Please keep the leaflet in a safe place and seek advice from your Designated Senior Lead (DSL) for Child Protection if you are unclear about anything.

## When might I have concerns and what might I be concerned about?

At any time you might be concerned about information which suggests a child is being neglected or is 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 e.g. (who, what, when, why and how) to clarify if necessary.

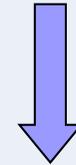
### 3. Act

Follow the steps in the flowchart to the right.

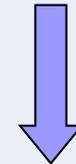
The information you have may not be enough on its own for a Child Protection referral, but it will help your DSL to make a decision about risk of harm to the child.

## What must I do?

Share your concerns verbally with the Designated Safeguarding Lead/Deputy DSL (or Chair of Governors) without delay



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



Pass the written record to the DSL/Deputy DSL without delay