

**SAFEGUARDING CHILDREN
QUICK REFERENCE FOR NEW
SCHOOL STAFF or VOLUNTEERS**

As an adult working with children and young people YOU have a duty to act when you have a concern about a child's welfare.

**Child Protection Schools
Liaison Team
01992 556936**



WHEN TO BE CONCERNED?

When you become aware of information that leads you to be concerned about physical, emotional or sexual wellbeing of a child.

The information you have may not be enough on its own for a child protection referral. However, it will help you **Designated Senior Person (DSP)** to make a decision about risk of harm to the

ALERTS

- You may see physical signs
- You may hear worrying accounts
- You may pick up on emotional distress
- You may notice changes in a child's behaviour or presentation
- Someone may disclose to you

**HARM TO A CHILD CAN BE
CAUSED BY:**

- A parent / carer
- Family member / friend
- Another child
- Stranger
- Member of staff / volunteer*

Regardless of the source of harm you **MUST** report your concern to your DSP.

*If your concern is about a staff member / volunteer you should report this to the Head Teacher.

If your concern is about the Head Teacher inform your Chair of Governors.

Your Chair of Governors is
Tina Dickens

You can contact them at
governors@pixmore.herts.sch.uk

WHAT MUST I DO?

- Recognise your concern
- Respond by passing the information on:
Inform your DSP or Deputy DSP without delay (or Head Teacher / Chair of Governors where appropriate)
- Your DSP is:
Alex Evans (Head)
- Deputy DSP is:
Mrs Sue Willans (SENCo)
- Contact your DSP/DDS at school or email admin@pixmore.herts.sch.uk
- Make a written record, sign and date it
- Pass the record to the DSP/or Deputy DSP

DEALING WITH A CHILD'S DISCLOSURE

Listen

Listen carefully to what is said to you.
Don't interrupt.

Reassure

Be calm, attentive and non judgemental. Don't promise to keep what is said secret. Ask non-leading questions to clarify if necessary.

Respond

Tell you DSP without delay.

Write it down!

Use the child's own words. Note anything else that made you concerned.
Sign and date it.

Give it to your DSP

REMEMBER!

Delay in reporting your concerns could cause the child greater harm.

School staff are often the first people to see a child after they have been abused.

Not all abuse has physical signs.

If in any doubt **TALK** to your DSP.

Safeguarding of a child must your first priority.