

## **SAFEGUARDING CHILDREN PROCEDURES**

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone who has come to work with our children in any other capacity, it is important that you are aware of our Safeguarding and Child Protection procedures.

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone that they trust or know well and this will not always be their own class teacher or teaching assistant. It may be with someone with whom they have formed a good relationship

There may however be occasions when you have cause for concern whether about marks or bruises on a child, about something they say or the condition that they are in at school, e.g. hungry or lacking in personal hygiene

### ***There are four categories of abuse***

- *Physical abuse including Female Genital Mutilation (FGM)*
- *Sexual abuse including Child Sexual*
- *Exploitation (CSE)*
- *Emotional abuse*
- *Neglect*

### **What is the Prevent strategy?**

Prevent is a government strategy designed to stop people becoming terrorists or supporting terrorist or extremist causes. The Prevent strategy covers all types of terrorism and extremism, including the extreme right wing, violent Islamist groups and other causes. Schools have been required to promote British values since 2014, and this will continue to be part of

our response to the Prevent strategy. We also protect children from the risk of radicalisation.

### ***Disclosure of abuse by a child***

If you are approached by a child wanting to talk, you should listen positively and reassure the child. If you can, try and ensure a degree of privacy, but this may not always be possible.

**Whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass – for every child that does finally disclose information, evidence shows that they have usually tried up to 12 times before.**

### ***Helping the child when abuse is disclosed:***

- Be prepared to listen and comfort.
- Do not show revulsion or distress, however distasteful the events are.
- Stay calm and controlled.
- **Do not make false promises, i.e. that you will keep the abuse a secret or that the police will not be involved. Do not promise confidentiality.**
- Let the child know at once that it was not his/her fault and keep restating this.
- Be aware of your own feelings about abuse and find someone you can share those feelings with once the procedures have been completed.
- Reassure the child that they were right to tell, even though the abuse may have happened a long time ago.
- Reassure the child that you still care for them and that what they have said does not make you care for them less.
- As soon as possible write a first hand account of what was said on the school form.

- Make them aware that their disclosure will be reported only to those who need to know and can help.
- **Do not question a child; try to limit your involvement to listening. A child can be interviewed only once.**

**It is also important to remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to the designated Safeguarding Lead.**

### ***If you have concerns about a child's welfare***

- It may be that you might have concerns about a child's well-being, but they have not actually said anything to you. If such a situation arises, you should speak to the designated child protection teacher.
- Abuse or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. If you have worked with a group of children over many weeks, you may see changes in behaviour. Such changes may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be the symptoms of a hidden disability or undiagnosed medical condition, and the need to distinguish those cases reinforces the need for a careful and thorough assessment of the child and his/her needs when concerns are passed on.
- **It is important you do not feel afraid about passing on their concerns. The information may be a small piece in a bigger jigsaw and help to get a better understanding of a child's predicament. Any concerns,**

**however seemingly trivial, should be passed on to the designated child protection officer.**

- Once again, you should put your concerns in writing as well as talking to the designated safeguarding Lead.

#### **Guidance for recording information**

You should record your concerns as soon as possible, using the school's agreed form (copies in the staff room) and any note should include the following:

- *The nature of your concern;*
- *what is the evidence that led to the concern;*
- *what the child said (if a discussion has taken place); and,*
- *what you did or said in response (if a discussion has taken place).*

**It may be that you have a concern which feels very vague and would simply like to discuss your concerns with the designated Safeguarding Lead, or in her absence, the Deputy Designated Safeguarding Lead. Please feel free to do so.**

Dealing with issues of child abuse can be distressing for the adult to whom the abuse is disclosed or who has concerns. It is terribly important that you talk about your feelings after the event. However, it is also very important to remember that children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.

#### **Allegations against adults – risk of harm to children**

If you become aware that a member of staff may have behaved in a way that may have harmed a child or possibly committed a criminal offence

against a child or behaved in a way that indicates s/he is unsuitable to work with children, report the allegation to the Executive Headteacher. If the allegation is against the Headteacher, please report it to the Chair of Governors.

The school has a Safeguarding and Child Protection Policy, supported by clear procedures. This is available on the school website at [Model school Safeguarding and Child Protection Policy website](http://www.langleyfitzurse.wilts.sch.uk) ([langleyfitzurse.wilts.sch.uk](http://langleyfitzurse.wilts.sch.uk))

Further information regarding FGM, CSE & Prevent is also available via the school website / or may be requested from the school office.

Wiltshire Council Multi-Agency Safeguarding Hub:  
0300 456 0108

You will find additional information at The Department for Education website: <https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>



Please note that photographs are not to be taken in school without prior permission, and posting to social media is not permitted.

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## **SAFEGUARDING CHILDREN GUIDANCE**

**An information leaflet for volunteers  
and visitors to the school**

**Designated Safeguarding Lead:  
Mrs Karen Winterburn, Executive Head  
Teacher**

**Deputy Designated Safeguarding Lead  
Mr James Osler, Head of School**

**Nominated Safeguarding Governor:  
Fiona Farquhar**



***If you have any queries regarding the information contained in this leaflet, or require further clarification of any points, please do not hesitate to contact the school.***