

SIXPENNY HANDLEY FIRST SCHOOL

Child Protection Summary for Temporary Staff

9th October 2018



Child protection summary for all temporary staff **Sixpenny Handley First School**

As an adult working in this school you have a duty of care towards all pupils. This means you should act at all times in a way that is consistent with their safety and welfare.

You should follow the principles of safer working practice, which includes use of technology: **on no account** should you take images of pupils on personal equipment, including your mobile 'phone.

If the behaviour of another adult in the school gives rise to concern you should report it to the Headteacher.

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Senior Person for Child Protection (DSP) or the deputy DSP who are *Clare Hewitt and Matthew Read*.

The following is not an exhaustive list but you might become concerned as a result of

- seeing a physical injury which you believe to be non-accidental
- observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- a pupil telling you that s/he has been subjected to some form of abuse

In any of these circumstances you should write down what you observed or heard, date and sign the account and give it to the DSP or deputy DSP.

If a pupil talks to you about (discloses) sexual or physical abuse you should

- listen carefully without interruption, particularly if s/he is freely recalling significant events
- only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the pupil in any way so should only ask 'open' questions
- make it clear you are obliged to pass the information on, but only to those who need to know
- tell the DSP or deputy DSP without delay
- write an account of the conversation as soon as you are able (definitely the same day), date and sign it and give it to the DSP.

Do not ask the pupil to repeat the disclosure to anyone else in school, ask him/her or any other pupil to write a 'statement', or inform parents. You are not expected to make a judgement about whether the child is telling the truth.

Remember – share any concerns, don't keep them to yourself

Article 34: The Government should protect children from any form of abuse.

This school has a safeguarding policy, more detailed procedures on child protection and a staff code of conduct - available from the DSP.