

Safeguarding and Child Protection Procedures

For Volunteers and Visitors



**LUCKINGTON
COMMUNITY SCHOOL**

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Safeguarding and Child Protection

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As a visitor to our school, either as a helper, 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 procedures for keeping children safe.

Categories of abuse



There are four categories of abuse:

- Emotional abuse
- Sexual abuse
- Neglect
- Physical abuse

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 class teacher. It may be someone who they see regularly and have a good relationship with, for example, a parent reader.

- As soon as possible write a first-hand account of what has happened and keep it factual
- Make them aware that their disclosure will be reported only to those who need to know and who can help
- Do not question the child: try limiting your involvement to listening. A child can only be interviewed once.

Speak to the Designated Safeguarding Leads (Mrs Newman or Mrs Kirkham) as soon as possible after the event.

Observations

There may, however, be occasions when you have cause for concern either about marks or bruises on a child or about the condition that they are in at school, e.g. dirty, smelly or hungry. Neglect and other forms of abuse can have a damaging effect on a child's mental and physical health, as well their educational attainment. If you have been working with a group of children over many weeks, you may even notice changes in their behavior.

Such changes may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be the symptom 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 their needs when concerns are passed on.

It is important that you do not feel afraid to pass on their concerns. The information may be a small piece in a bigger jigsaw and may help to get a better understanding of the child's situation. You should always put your concerns in writing as well as talking to the Designated Safeguarding Leads. It is important to

remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to the Designated Safeguarding Lead or Deputy.

Guidance for recording information

If you have a concern or have received a disclosure you will be asked to make a written record. You should include the following:

- The nature of your concern
- What is the evidence that has lead 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)

Concerns about a member of staff

It may be that whilst visiting us you observe an adult working with children and may be concerned in the way that they are interacting with them. You may overhear or observe something that makes you feel uncomfortable. It is important that you relay your concerns to the head teacher as soon as possible but preferably before you leave the school. If your concerns are about the head teacher, you should speak to our Chair of Governors. Their contact details can be found on our website.

Key People



Vanessa Newman

Designated Safeguarding Lead

Acting Head teacher



Julie Kirkham

Deputy Designated Safeguarding Lead



Katherine Fisher

Governor responsible for safeguarding and child protection

Disclosures of abuse

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 is not always possible.

While this can be an alarming situation to find yourself in, it is important to not 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 of distress, however distasteful 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 that you can share those feelings with once the procedures have been completed
- Reassure the child that they were right to tell, even if the abuse was in the past
- Reassure the child that you still care for them and that what they have said does not make you care for them any less