



Safeguarding Children

An Aide Memoire

Abuse includes:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

If any of us:

- Notices unusual or unexplained injuries
- Overhears something from or about a young person that causes us concern
- Is confided in by a pupil
- Is concerned about the behaviour of any adults towards a pupil

We have a legal as well as a moral duty to follow this up, so what do we do?

- It is not our role to decide whether it is true (better to report and be reassured rather than to ignore and regret)
- Pass on the information to the Designated Safeguarding Lead (DSL) Graham Cutter, Loren Way or Rachael Wilkie
- Listen without comment
- Do not ask leading questions
- Use TED: Tell me, Explain to me, Describe to me
- Make a written report as soon as possible but within 24 hours about what the child said using the words the child has used, the date, the time, location and details of any witnesses
- Record on CPOMS
- Never promise confidentiality

Further guidance - see the school's Safeguarding and Code of Conduct policies and procedures

Code of conduct summary for staff, governors, volunteers and visitors

This school gives the highest priority to safeguarding children. This is reflected in our recruitment and pre-employment procedures for all members of staff and in our expectations of volunteers. All staff need to play their part in safeguarding children it is everyone's responsibility.

All staff, volunteers and visitors

- Will comply with the school's safeguarding policies and behave in a manner set out in our code of conduct policy
- Will take part in safeguarding training
- Will be alert to possible signs of abuse and report concerns
- Will deal with disclosures from children according to the school's published procedures

All adults in school are in a position of power, trust and influence. It is therefore important to be aware of our Code of Conduct. All boundaries of safe conduct must be maintained including informal settings such as trips and extra-curricular activities. If working one to one with a child, ensure that there is visual access to the room, leave the door open if possible and ensure there is another adult nearby aware that you are alone with a child.

Avoid:

- Gratuitous physical contact
- Inappropriate conversations e.g. of a personal nature
- Activities outside school that might compromise your position in school – be particularly aware of access to personal information you place on the internet/social media
- Establishing social contact with children outside school
- Giving personal gifts to children
- Communication with pupils via personal email, phone or social media
- Transporting children in your own car without seeking agreement
- Taking, publishing or sharing images of children without parents/carers permission other than in connection with an official school activity
- Taking photos on your mobile/tablet device without prior permission