

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.

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

If your concern is about the Principal inform the Chair of Governors

The Chair of Governors is
Mr Shanks.

You can contact the Chair of Governors via the Academy Office on 01842 753993

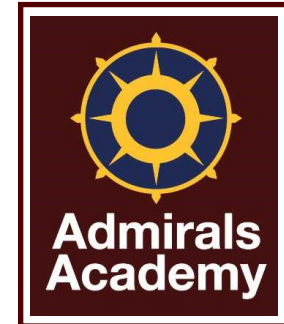
WHEN TO BE CONCERNED

When you become aware of information that leads you to be concerned about the 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 the Designated Safeguarding Lead (DSL) to build a picture of a child at risk.

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



Child Protection Quick Reference for Visitors to the Academy

As an adult visiting this academy YOU have a duty to act when you have a concern about a child's welfare.

**Child Protection
Schools Liaison Officer
for Norfolk
01603 223473**

WHAT MUST I DO?

- Know your role
- Don't ignore

Inform the Designated Safeguarding Lead (DSL) or Alternate DSL without delay

(or Principal / Chair of Governors where appropriate)



The DSL is

Mr Ingham (Assistant Principal)



The Alternate DSL is

Miss Buckle (Assistant Principal)



The Alternate DSL is

Mrs Lamb

Make a written record and date it.

Pass the record to the DSL, or one of the alternate DSL's in their absence.

DEALING WITH A CHILD'S DISCLOSURE

LISTEN

Listen carefully to what is said to you.

Don't interrupt or ask questions.

REASSURE

Be calm, attentive and non-judgmental.

Don't promise to keep what is said as a secret.

RESPOND

Tell the DSL 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 the DSL immediately.

REMEMBER

DELAY IN REPORTING YOUR CONCERNS COULD CAUSE THE CHILD GREATER HARM

ADULTS 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 THE DSL

PROTECTION OF A CHILD MUST BE YOUR FIRST PRIORITY