

HARM TO A CHILD CAN BE CAUSED BY:

- A Parent/Carer
- Family Member/Friend
- Another Child
- Stranger
- Member of Staff/Volunteer

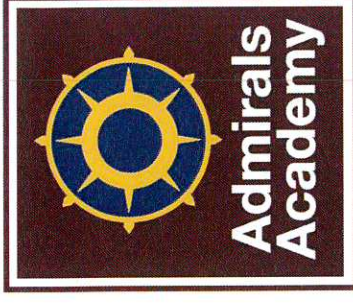
Regardless of the source of harm you **MUST** report your concern.

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 her via the
Academy Office on 01842 753993



Child Protection Quick Reference for Staff in the Academy

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

Child Protection
Local Area
Designated Officer (LADO)
01603 223473

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 your 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

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 Senior DSL is

Mrs. Dunkley (Principal)

The DSL is

Mr. Ingham (Assistant Principal)

The Alternate DSL is

Miss. Buckle (Assistant Principal)

Make a written record and date it

Pass the record to the DSL, or Alternate DSL 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