

What Should I do if the alleged abuser is a member of staff?

You should report such allegations to the Headteachers as soon as possible (or in the case of the Headteachers, to the Chair of Governors).

How to ensure that my behaviour is always appropriate?

All good relationships are based upon mutual trust and respect. Children are often spontaneously affectionate and tactile and it is important not to alienate them through a lack of response or appearing to reject this. You should, however, be very careful about physical contact with children.

If you are working with a child on his or her own ensure that a door is left open and that you are visible to other adults.

Do not photograph children unless it is with official permission and avoid exchanging personal emails or texts: you should not give children your personal contact details.

Avoid all contact with children on internet social networking sites.

Summary

Everyone who visits or works at Brigstock C. E. Primary School has a responsibility to make sure children are safe and happy. This leaflet has been given to you to show what is expected. If you are unclear about any part of it, it is essential that you speak with somebody in authority to achieve clarity. Please keep this leaflet in a safe place so that you can refer to it again in the future.

Remember, if you are worried about the safety or wellbeing of any young person in our school, in law you MUST report this to the Headteacher.

Brigstock Latham's Primary School

Latham Street

Brigstock

Northants

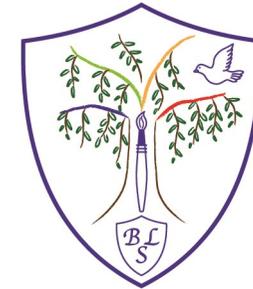
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Safeguarding Children



**BRIGSTOCK LATHAM'S
SCHOOL**

**Information for
Visitors,
Governors and
Newly Appointed
Staff**

**Brigstock Latham's Primary
School**

Child protection advice

As a school we are committed to safeguarding and promoting the wellbeing of all the children in our care and we hope this leaflet will provide some useful advice when working with young people at

Brigstock C. E. Primary school.

What are the responsibilities as an adult working with children?

All adults that come into contact with young people in their everyday work whether paid or voluntary have a legal duty to safeguard and promote wellbeing of all children

DBS checks

Brigstock C E Primary recruitment and selection procedures specify that all adults working with children have an enhanced DBS disclosure. This is to help ensure that all unsuitable people are prevented from working with children. You will be informed by the Headteachers whether or not you require a DBS and if you should not therefore be left unsupervised with young people.

DBS forms are available from Mrs Jo Brooks, who will help you complete the application and advise you on the documentation that is necessary for the check to be completed.



It is essential that you inform the Headteachers immediately if you become subject to any criminal investigation, caution or conviction. This is to protect you as well as the young people in your care.

A copy of the Brigstock C E Primary Child Protection Policy is available from the main office.

What should I do if I am worried about a child?

If, while you are working with a child, you become concerned about;

- ◆ Comments made by the child
- ◆ Any unexplained marks or bruising
- ◆ Changes in a child's behaviour or demeanor
- ◆ Comments made by the child about others

Please report these concerns immediately to one of the designated members of staff Miss Jessica Griggs (Deputy Headteacher, SENDCo) and in her absence, Mrs Sandy Ettridge (Headteacher), Ms Luella Manssen (Headteacher) or Miss Jennie Kirby (Senior Teacher).

What should I do if a child discloses that s/he is being harmed?

Young people rarely lie about matters so it is important to take this seriously?

- ◆ Listen to what is being said without passing comment or displaying shock or disbelief: in short accept what is being said
- ◆ Allow the child to talk freely
- ◆ Reassure the child that you will be supportive but do not make promises that you may be unable to keep
- ◆ Do not promise confidentiality but explain to the child that you will have to share the information with someone else in order that you can help them further
- ◆ It is important not to interrogate the child or ask leading questions: just encourage them to talk
- ◆ Reassure the child that it is not their fault
- ◆ Stress that it was the right thing to share this information
- ◆ Do not be drawn into criticising the alleged perpetrator: remain sympathetic but impartial
- ◆ Immediately record the details of the disclosure, including wherever possible the exact words or phrases used by the child, on the school's 'cause for concern sheets' located in the staffroom. The details should be returned in writing to the Headteachers, to enable the matter to be dealt with promptly and in the most appropriate way. Please ensure you have signed and dated the form.