

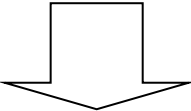
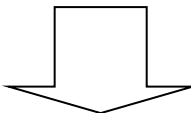
Charlton Kings Infants' School



Safeguarding children – quick reference for new school staff or volunteers

<p>Everyone in the education service shares an objective to help keep children and young people safe by contributing to:</p> <p><i>Providing a safe environment, identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action.</i></p> <p>This guide has been given to you to make sure you understand what is expected from you. Please seek advice from the Designated Safeguarding Lead (DSL) for Child Protection if you are unclear about anything in this guide and keep it in a safe place.</p>	<p style="text-align: center;">CONTACTS</p> <p>This school has a child Protection Policy and a copy is available on the website: www.ckis.org.uk/policies</p> <p>In line with this, regardless of the source of harm, you MUST report your concern.</p> <p style="text-align: center;">Head Teacher Mrs Katie James head@benhall.gloucs.sch.uk</p> <p style="text-align: center;">Designated Safeguarding Lead (DSL) Mr Neil Owens head@ckis.org.uk</p> <p style="text-align: center;">Deputy DSL Mrs Rebecca Koller r.koller@ckis.org.uk</p> <p style="text-align: center;">Chair of Governors Mr Alan Waller clerk@ckis.org.uk</p>	<p>What should I do if the alleged abuser is a member of staff working with children?</p> <p>If you have a concern about a staff member or volunteer, you must report this to the most senior person not implicated in the concern. In most cases, the Head Teacher. If your concern is about the Head Teacher, you must report this to the Chair of Governors. The concern may then be escalated to the Local Authority Designated Officer (LADO) on 01452 426994.</p> <p>How do I ensure my behaviour is always appropriate?</p> <p>The CKIS Code of Conduct and Guidelines for Safer Working Practices for the Protection of Children and Staff can be found on the website: www.ckis.org.uk/policies</p>
--	--	--



<p>When and what might I be concerned about?</p> <p>At any time you might be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.</p> <p>You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.</p> <p>Harm to a child can be caused by:</p> <ul style="list-style-type: none"> - A parent/carer - A family member/friend - Another child - A stranger - A member of staff or volunteer 	<p>What should I do if a child discloses that they are being harmed?</p> <ol style="list-style-type: none"> 1. Listen carefully to what is being said to you, do not interrupt. 2. Reassure the child that it is not their fault. Stress that it was the right choice to tell. Be calm, attentive and non-judgmental. Do not promise to keep what is being said a secret. Ask non-leading questions (e.g., who, what, when, and how) to clarify if necessary. <p>Then follow the steps in the flowchart on the right side of this page.</p> <p>The information you have may not be enough on its own for a Child Protection referral, however it will help your DSL to make a decision about risk of harm to the child.</p>	<p>What must I do?</p> <p>Share your concerns verbally with the DSL or their Deputy without delay. If your concern is about a member of staff or volunteer, you must share your concern verbally with the most senior person not implicated in the concern.</p> <div style="text-align: center;">  </div> <p>Make a written record (using the child's own words). Sign and date it.</p> <div style="text-align: center;">  </div> <p>Pass the written record to the DSL or their Deputy without delay.</p>
--	--	--