

## BROOKHILL LEYS PRIMARY AND NURSERY SCHOOL SAFEGUARDING CHILDREN PROCEDURES

As a visitor to our school, either as a workman, volunteer or someone who has come to work with our children in any other capacity, it is important that you are aware of our Safeguarding Children Procedures.

Our Child Protection Co-ordinators are:

- Mrs Jacqueline Sainsbury - Headteacher
- Mrs Lucy Baxter - Deputy Headteacher
- Mr Michael Bradley - Deputy Headteacher
- Mr Peter Blackwell - SENCO

**There are four categories of abuse**

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone that they trust or know well and this will not always be their own class teacher or support staff. It may be with someone with whom they have formed a good relationship.

There may however be occasions when you have cause for concern either about marks or bruises on a child, about something they say or the condition that they are in at school, eg hungry or lacking in personal hygiene.

**Disclosure of abuse by a child**

If you are approached by a child wanting to talk, you should listen positively and reassure the child. If you can, try and ensure a degree of privacy, but this may not always be possible.

Whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass - for every child that does finally disclose information, evidence shows that they have usually tried up to 12 times before.

**Helping the child when abuse is disclosed:**

- Be prepared to listen and comfort
- Do not show revulsion or distress, however distasteful the events are
- Stay calm and controlled
- **Do not make false promises, ie that you will keep the abuse a secret or that the police will not be involved. Do not promise confidentiality**
- Let the child know at once that it was not his/her fault and keep restating this
- Be aware of your own feelings about abuse and find someone you can share those feelings with once the procedures have been completed
- Reassure the child that they were right to tell, even though the abuse may have happened a long time ago
- Reassure the child that you still care for them and that what they have said does not make you care for them less
- As soon as possible write a first hand account of what was said and done
- Make them aware that their disclosure will be reported only to those who need to know and can help
- **Do not question a child; try to limit your involvement to listening. A child can be interviewed only once**

It is also important to remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to a designated Child Protection Co-ordinator.

**If you have concerns about a child's welfare**

- It may be that you might have concerns about a child's well-being, but they have not actually said anything to you. If such a situation arises, you should speak to a designated Child Protection Co-ordinator (Mrs Sainsbury in the first instance)
- Abuse or neglect can have a damaging effect on a child's health, education attainment and emotional well-being. If you have worked with a group of children over many weeks, you may see changes in behaviour. Such changes may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be the symptoms of a hidden disability or undiagnosed medical condition
- **It is important you do not feel afraid about passing on their concerns. The information may be a small piece in a bigger jigsaw and help to get a better understanding of a child's predicament. Any concerns, however seemingly trivial, should be passed on to a designated Child Protection Co-ordinator**
- Once again, you should put your concerns in writing as well as talking to the designated Child Protection Co-ordinator - see overleaf. These must be dated with your full name as well as your role in school (for future records).

## Guidance for recording information

You should record your concerns as soon as possible and any note should include the following:

- The nature of your concerns;
- what is the evidence that led to the concerns;
- what the child said (if a discussion has taken place; and,
- what you did or said in response (if a discussion has taken place).

**It may be that you have a concern which feels very vague and would simply like to discuss your concerns with a designated Child Protection Co-ordinator. Please feel free to do so.**

Dealing with issues of child abuse can be distressing for the adult to whom the abuse is disclosed or who has concerns. It is extremely important that you talk about your feelings after the event. However, it is also very important to remember that children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else, other than the Child Protection officer.

If you have any queries regarding the information contained in this leaflet, or require further clarification of any points, please do not hesitate to contact Mrs Sainsbury.

Our designated Child Protection Governor is Mrs Linda Skinner

The school has a Safeguarding Children Policy, supported by clear procedures. This is available from the School Office.

## Fire Evacuation Procedures

Please provide the office with your current DBS and proof of ID information when you sign in.

1. Fire/Evacuation Procedures - Route Maps as are positioned around school showing your nearest available exit.
2. **Your Fire Assembly Point is R - The School Field** - please follow site staff instructions.
3. **First Aider on Site is: Liz Eyre** - please contact any member of staff for immediate help.
4. This is a NO SMOKING Site
5. All visitors must sign in and out.
6. Visitor badges must be worn at all times.
7. Any accidents must be reported to the School Office.

### Health & Safety Notice

A member of our school community has an acute Latex Allergy. No Latex products are to be bought into school, erasers, balloons, elastic bands, etc. If you are unsure then please speak to the school office.

### Contractors Notice

- All Contractors must sign in and badges must be worn at all times
- All Contractors must complete a Site Induction form before commencing work on site. Please speak to the Site Manager or School Office.
- All Contractors must read the Contractors Notice - available from the Site Manager



**Brookhill Leys Primary and  
Nursery School**

## **SAFEGUARDING CHILDREN PROCEDURES**

**An information leaflet for  
adults in school**

**2016**

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