



# **SAFEGUARDING CHILDREN PROCEDURES**

**Holy Trinity CofE Academy**  
An information leaflet for volunteers and  
visitors to the school

2019-2020

**SAFEGUARDING CHILDREN PROCEDURES**

As a visitor to our school in whatever capacity, it is important that you are aware of our Safeguarding Children Procedures.

Our Designated Safeguarding Lead is  
**Mr Graham Shore, Headteacher**

Our Deputy Designated Safeguarding Lead is  
**Mrs Jane Brown, Assistant Headteacher**

Our Deputy Designated Safeguarding Lead is  
**Mrs Alison Milford-Silver, Pastoral Support Manager**

Our Safeguarding Governor is  
**Mr Jonathan Gibson**

**There are four main categories of abuse**

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

### **Child Sexual Exploitation**

Sexual exploitation is a horrific form of sexual abuse that affects thousands of children and young people every year in the UK. It can happen to any young person from any background and affects boys and young men as well as girls and young women. Many victims of child sexual exploitation have been groomed by an abusing adult, who will befriend them and make them feel special by buying gifts or giving them lots of attention. Victims are targeted both in person and online.

Some young people may be more vulnerable to exploitation. In particular, those having difficulties at home, those truanting or excluded from school, those who regularly go missing from home or care, or those in care.

### **Female Genital Mutilation (FGM)**

Female genital mutilation (FGM) is defined as "all procedures (not operations) which involve partial or total removal of the external female genitalia or injury to the female genital organs whether for cultural or other non-therapeutic reasons" (World Health Organisation, 1996). FGM is abuse of the human rights of girls and women and is therefore a child protection issue. It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad to undergo FGM.

### **Private Fostering**

There are many situations where people, for a whole range of reasons and with the best of intentions, are doing someone else a favour and having their child live with them. What they often do not realise is that, where the child is staying for 28 days or more, as part of protecting our children in the community, they have a legal responsibility to inform the local council. Further information is available from 'Somebody Else's Child'.

### **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 to ensure a degree of privacy, but this may not always be possible.

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 teaching assistant. It may be with someone with whom they have formed a good relationship.

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

**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 - "I can't make a promise -I may need to tell someone to keep you safe."**
- 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 -repeat or mirror what the child has said. 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 the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.**

#### **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 the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
- Abuse or neglect can have a damaging effect on a child's health, educational 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 the 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 your 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 the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.**
- Once again, you should put your concerns in writing as well as talking to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

#### **Guidance for recording information**

You should record your concerns as soon as possible on a Child Welfare and Child Protection Concern Record -copies are available from the office:

- 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).
- Please record the actual words used, i.e. not an asterisk for missing letters
- Please print your name and role
- Sign and date any record/records

**It may be that you have a concern which feels very vague and would simply like to discuss your concerns with the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, 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.

### **Photographs, Technology and Social Media**

If you would like to upload any photographs of your children at school events such as, school productions or celebration assemblies to any form of social media, please remember that only your child should be in the picture. We have some children who must not be photographed for safety reasons.

In order to minimise risk:

- Staff will only use mobile phones in office areas, the staff room or areas away from the children while school is in session;
- Visitors will be advised of the ban on the use of camera phones in school and will be accompanied by a member of staff during the duration of the visit;
- Children who bring a mobile phone on to the school premises must hand it in at the school office at the beginning of the school day and collect it at the end of the school day.

**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**

**Mr Graham Shore, Headteacher**

**01249 812424**

**Our Designated Child Protection Governor**

**Mr Jonathan Gibson**

**The school has a Safeguarding policy. This is available from the Admin Office on request or on the school website at <http://holytrinitycalne.co.uk/>**