

# CHILD PROTECTION GUIDE

## CHILD PROTECTION IS EVERYONE'S RESPONSIBILITY

September 2016

People working in schools are uniquely placed to notice signs and symptoms of child abuse or which might indicate a Child in Need. Remember that child abuse happens to children of both sexes, at all ages, to all cultures and religions, to children from all social classes and children with and without disabilities. **We should all be pro-active in reporting any concerns.**

### You might become involved because:

- You may see an injury that cannot be explained
- A child may want to tell you about what is happening to him or her
- Another person may express concern for a child's well-being
- A child may tell you about a situation that raises your concern even if it does not seem to concern the child
- You may have noticed significant changes in the way a child behaves or performs in school
- You may become concerned by signs such as dirty clothing, a child who seems under-nourished or is socially withdrawn or continually complains of abdominal pains or headaches. Self-harm, substance abuse and running away from home can also be indicators of a child in an abusive situation.

### What to do:

1. **If you have a concern, report it directly to a designated teacher immediately and record it in writing as soon as possible**

2. **If a child discloses information to you:**

- Listen non-judgementally to the child
- Ask open questions to clarify but not to investigate
- Reassure the child
- Do not promise confidentiality - explain you may have to tell another person because the child's safety and welfare come first
- Keep the child with you, if possible, or with another adult (who should not discuss the matter with the child) until you inform the designated teacher
- Inform the designated teacher of your concerns immediately and record them in writing as soon as possible. **Please note immediately means that - not waiting until lunchtime or after 3.15pm.**

Please turn over

### 3. To record concerns or disclosures:

- Record anything the child has said using his or her words.
- Note the context, time and date on your record and sign it.
- Avoid judgements or opinions
- Do not discuss the matter with anyone but the designated teacher.

At Churchill Community College, the designated safeguarding lead is Lucy Roderick, supported by Headteacher, **David Baldwin ( Executive Head)**, **Elaine Riley (Head of School)**, **Jill Huxtable**, **Malcolm Jacobs** and **Marie Jobson**

If an incident happens at the end of a day and you can not find a designated teacher you must still act. In these circumstances contact Front Door (North Tyneside Council's 24 hour Emergency Duty Helpline) on **0345 2000 109** (before 5 pm) and **2006800 (after 5 pm)**, report the concerns and ask for advice. You should act on the advice they give you and record the advice. The matter should be passed to the designated teacher immediately on the next school day.