What is the difference between safeguarding and Child Protection?

Safeguarding- protecting children from harm

Child Protection- responding and acting when harm occurs

When and what might I be concerned about?

At **any time,** you may be concerned about something which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

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.

Harm to a child can be caused by:
A parent/carer
A family member/friend
Another child
A stranger
A volunteer *
A member of staff (in any capacity)*

'**What to Do if You Are Worried a Child is Being Abused - Advice for Practitioners'** as well as the **NSPCC website** provides more information on understanding and identifying abuse and neglect, and what to look out for.

What should I do if a child discloses that s/he is being harmed? (3R's)

1. Receive
Listen carefully to what is being said to you, do not interrupt. *A child may have tried to disclose many times so try not to shut them down.*

2. Reassure
Reassure the pupil that it is not their fault**.** Stress that it was the right thing to tell. Be calm, attentive and non-judgemental. Do not promise to keep what is said a secret. Do ask non-leading questions **(TEDI)** to clarify if necessary**:**

Tell me more…
Explain that to me…
Describe what happened….
Is there anything else you want to tell me?**

3. Refer
The information you have may not be enough on its own for a Child Protection referral, however it will help your DSL team to make a decision about risk of harm to the child.

Follow the steps in the flowchart to the right.

In the event of a fire alarm….



If there is a fire alarm or serious incident alarm, visitors/volunteers should follow the directions of the teacher in charge and/ or leave the building via the nearest exit. You must not return into the building unless told it is safe to do so.

What must I do?

Recognise your concern

↓

Respond – inform the DSL/Deputy DSL without delay (or Head Teacher/ Chair of Governors where appropriate*) The class teacher can help direct you.

↓

The DSL team can help make a written Record (using the child's own words where this applies, sign and date it. The office staff can help direct you to the DSL pastoral office.

↓

The DSL/deputy DSL (or to Head/ Chair of Governors * where appropriate) who can decide what action needs to happen next

Anyone can make a referral

https://www.lancashire.gov.uk/children-education-families/keeping-children-safe/tell-us-if-you-are-worried-about-a-child/

What should I do if I have concerns about a member of the school staff or volunteer?

If your concern is about a staff member or volunteer, you should report this to the **Head Teacher or Lead DSL**. If your concern is about the Head Teacher, you should report such allegations to the **Chair of Governors.** Contact details can be found on the back of this leaflet.

How do I ensure my behaviour is always appropriate?

Always **sign in and out via the school office,** and make sure your badge is always visible. Read and abide by the safeguarding statement at the sign in desk.

Don't use your phone or have it **visible** in school. If you need to receive or make a call/message, please do so in the office area.

Photographs must NEVER be taken whilst visiting and volunteering.

Be mindful to **stay in areas of the school that have been highlighted to you by staff** for the purpose of your visit.

Don't share personal information with children.

Respect the need to maintain the confidentiality of pupils and **don't share information about pupils or staff in any way – including social media**.

The school has a **Safeguarding and Child Protection Policy** and a copy is available on the School Website. You will also have had a copy in your 'Induction pack'.

This policy is very detailed and is a good reference tool for what to do when faced with different situations.

In line with this policy, **you MUST report your concerns, however small.**

CONTACTS

Head Teacher: **Mrs Katie Cunliffe**
Your **Designated Safeguarding Lead (DSL)**

Your **Deputy DSL's are**:
Mrs Wilkinson, Miss Fiddler, Miss Bailey
Register any concerns, however small, with your DSL team by visiting the pastoral office, where they can help you log the details. Or alternatively, speak to the Headteacher.

If your concern is urgent, you **MUST** always speak to someone. If no one is available in school, then **always** log the concern yourself

As a school, we aim to make informed and well thought out decisions about whether to refer concerns on to other agencies.

St. Joseph's Catholic Primary School

SAFEGUARDING CHILDREN QUICK REFERENCE GUIDE For VISITORS/VOLUNTEERS 2023-24

8th revision Nov 23

Safeguarding and promoting the welfare of children is **everybody's** responsibility.
All staff and visitors have a responsibility to provide a safe environment in which children can learn.

(Keeping Children Safe in Education 2023, DfE)

We must always remember '**It Could Happen Here'** and be vigilant at all times.

This leaflet has been given to you to make sure you understand what is expected of you. Please seek advice from one of the **Designated Safeguarding Leads** for Child Protection if you are unclear about anything in this leaflet.

