

## Guidance for recording information

You should record your concerns as soon as possible, including the following information:

- The nature of your concern
- The evidence that led to the concern
- What the child said (if anything)
- What you said or did (as a response)

Your note should be signed and dated, then handed to a Designated Safeguarding Lead for Child Protection.

It may be that you have a concern which feels very vague; in this case please discuss it with one of the Designated Safeguarding Leads for Child Protection.

It is very important to remember that all details of any concerns about a child should remain confidential between you and the Designated Safeguarding Lead for Child Protection.

If you have any concerns about the behaviour of any adult in school you should pass these concerns onto Julia Mann (Head Teacher), Kerry Wright (Senior Family Worker) or Lesley Pollard (Governor with responsibility for Child Protection).

## Use of personal phones

Please note all mobiles must be switched off/silent and should not be used around school.

### Key contacts:

Customer Service Centre - 0300 126 7000

Email: [MASH@northhamptomsire.gcsx.gov.uk](mailto:MASH@northhamptomsire.gcsx.gov.uk)

For referrals regarding allegations against adults in education:

Email: [DOReferral@northamptonshire.gcsx.gov.uk](mailto:DOReferral@northamptonshire.gcsx.gov.uk)

### Designated officers:

Andy Smith 01604 367862

Christine York 01604 362633

DO Administration 01604 364031

Email: [Prevent@northants.pnn.police.uk](mailto:Prevent@northants.pnn.police.uk)

Northamptonshire Police -

101 or in the case of an extreme emergency 999

Childline - [www.childline.org.uk](http://www.childline.org.uk) (0800 1111)

Northamptonshire Safeguarding Children

Partnership - [www.northamptonshirescb.org.uk](http://www.northamptonshirescb.org.uk)

Anti-Terrorist Hotline (Prevent Duty) - 0800 789

321 or 101 or 999

Local Prevent Officer - DC Andy Blaize,

DC Shane O'Brien, DC Jody Williams

# Gloucester

# Nursery School



## Safeguarding Children Procedures

An information leaflet  
for volunteers and  
visitors to the school

## **Safeguarding Children Procedures**

As a visitor to our school, either as a helper, supply teacher or someone who has come to work with our children in any other capacity, it is important that you are aware of our Child Protection procedures.

On arrival to the school you will be asked to sign in. You will also be asked for ID if you are new to the school.

### **Our Designated Safeguarding Leads for Child Protection are:**

- Julia Mann (Headteacher)
- Kerry Wright (Deputy Designated Safeguarding Lead)

### **Governor with responsibility for Child Protection:**

- Lesley Pollard

### **There are four categories of abuse:**

- **Physical abuse**
- **Sexual abuse**
- **Emotional abuse**
- **Neglect**

There may be occasions when you have cause for concern for a child - perhaps about marks or bruises you have noticed, their physical presentation, their behaviour, or something they have told you. All adults in school have a duty of care to children and such concerns **MUST** be reported immediately and in confidence.

## **Disclosure of abuse by a child**

If 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 (so others are not listening) 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.

### **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**
- **Do not promise confidentiality**
- Let the child know at once that it was not his/her fault
- Reassure the child that they were right to tell, even though the abuse might have happened a long time ago
- Reassure the child that you still care for them and what that they have said does not make you care for them less
- As soon as possible write a first-hand account of what has been said and done
- Make the child aware that you will be reporting their disclosure, but only those who need to know will be told
- Do not question a child; try to limit your involvement

**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 Safeguarding Lead for Child Protection.**

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

It may be that you have concerns about a child's well-being but they have not actually said anything to you. You should always pass on your concerns to a Designated Safeguarding Lead for Child Protection.

Abuse or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being.

In some cases those changes may be the symptoms of a hidden illness or a change in family circumstances. The need to distinguish the reason for a particular behaviour reinforces the need for a careful and thorough assessment of the child and his/her needs when concerns are passed on.

It is very important that you do not feel afraid about passing on your concerns. The information may be a small piece in a bigger jigsaw and help the school to get a better understanding of a child's predicament.

Any concerns, however seemingly trivial, should be passed on to a Designated Safeguarding Lead for Child Protection.