

Bridport Primary School
Child protection summary sheet

To be read by all temporary or new staff, supply staff, regular volunteers, students or visitors.

Rationale

As an adult working in or visiting this school you have a duty of care towards all pupils. This means you should act at all times in a way that is consistent with their safety and welfare.

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the designated senior person for Child Protection (DSP) or the deputy DSP who are:

Designated Senior Person: Helen Farmer (Headteacher)
Deputy Designated Senior Person: Adam Gough (Deputy Headteacher)
Deputy Designated Senior Person: Debbie Russell (Inclusion Leader)

Guidelines

The following is not an exhaustive list but you might become concerned as a result of:

- A pupil telling you that s/he has been subjected to some form of abuse (disclosure)
- Seeing a physical injury which you believe to be non-accidental
- Observing something in the appearance of a pupil which leads you to think that his/her needs are being neglected.
- Witnessing behaviour which gives rise to concern

In any of these circumstances you should speak to one of the above senior persons who may ask you to accurately write down what you observed or heard, date and sign the account.

If a pupil talks to you about (discloses) abuse you should;

- Listen carefully without interruption, particularly if s/he is freely recalling significant events
- Only ask enough questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the pupil in any way so should only ask 'open' questions eg. Tell me...explain....describe.
- Make it clear that you are obliged to pass the information on, but only to those who need to know
- Tell the DSP or deputy DSP without delay
- Write an account of the conversation as soon as you are able (definitely the same day), date and sign it and give it to the DSP.

Do not ask the pupil to repeat the disclosure to anyone else in the school, ask him/her or any other pupil to write a 'statement', or inform the parents. You are not expected to make any judgements about whether the child is telling the truth.

If the behaviour of another adult in the school gives rise to concern you should report it to the Headteacher.

Use of mobile phones, cameras or any other electronic devices **is prohibited** in school. We politely request you switch them off on entry and do not use them whilst on the school site.

Remember - share concerns, don't keep them to yourself

This school has a safeguarding policy and more detailed procedures on child protection which are available from the DSP.