

## What should I do if the alleged abuser is a member of staff working with children?

If your concern is about a staff member or volunteer, you should report this to the most senior person not implicated in the concern, this is usually the Headteacher. If, however, your concern is about the Headteacher, you should report this to the Chair of Governors. Contact details can be found on the back of this leaflet. The senior person will then contact the Local Authority Designated Officer (LADO) on 01452 426994.

## How do I ensure my behaviour is always appropriate?

Please ask a member of the Senior Leadership Team for guidance regarding Safer Working Practice. The Safer Recruitment Consortium have produced guidance entitled '*Safer Working Practice for Adults who work with Children and Young People in Education Settings*' (2018) which can be found on the GSCP website: <https://www.gloucestershire.gov.uk/gscp/>

## Important Contacts

This school has a Child Protection Policy and a copy is available in our school office and on our School Website. In line with this, regardless of the source of harm, you **MUST** report your concern.

### Acting Headteacher and Designated Safeguard Lead:

Kurt Doyle  
head@holytrinity.gloucs.sch.uk

### Designated Safeguarding Lead:

Lynda Britton  
lbritton@holytrinity.gloucs.sch.uk

### Additional Safeguarding Lead(s):

Pat Nelson, Becky Hall and Charlie Horsey

### Safeguarding Governor:

Kath Lynch  
klynch@holytrinity.gloucs.sch.uk

### Chair of Governors:

Helen Morris  
chair@holytrinity.gloucs.sch.uk

**01242 515 778**



## Quick Reference for Staff, Volunteers and Visitors

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

*Providing a safe environment, identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action.*

This leaflet has been given to you to make sure you understand what is expected of you. Please seek advice from the school's Designated Safeguarding Lead (DSL) if you are unclear about anything in this leaflet.

Please keep this information in a safe place.

## What is it that I may be concerned about?

At anytime you may feel concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

You may observe physical signs or notice a change 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 any of the following people:

- Parent or carer
- Family member
- Family friend
- Another child
- Member of staff or volunteer
- Stranger
- Anyone with contact with a child

## What should I do if a pupil discloses that they are being harmed?

### 1. Listen

Listen carefully to what is being said to you, do not interrupt.

### 2. Reassure

Reassure the pupil.

Tell them that they did the right thing by telling someone. Be calm, attentive and non-judgemental.

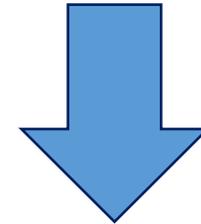
Do not promise to keep what has been disclosed as a secret. Ask non-leading questions e.g. (who, what, where, when and how) to clarify, if necessary.

**Please then follow the steps in the flowchart to the right** 

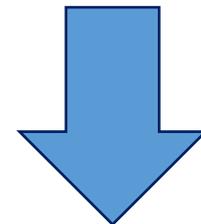
*The information you have may not be enough on it's own to make a Child Protection referral, however, it will help your DSL to make a decision about a risk of harm to the child.*

## What must I do?

Share your concerns verbally with the Designated Safeguarding Lead/Deputy DSL without delay (or Chair of Governors where appropriate).



Make a written record (using the child's own words), sign and date it. Record your concern using CPOMs, where possible.



Pass the written record to the DSL/Deputy DSL (or Chair of Governors if concerning the Headteacher) without delay.