**CHILD PROTECTION ADVICE**

As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at Trinity High School.

**What are my responsibilities as a Casual Member of Staff / a Volunteer / a Regular Visitor?**

All those who come into contact with children through their everyday work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

**DBS Checks**

Trinity High School’s Recruitment and Selection Procedures specify that all adults who work in ‘regulated activity’ – i.e. unsupervised activities such as teach, train, instruct or supervise children; and within in a specified place such as a school and this work is regular, i.e. once a week or more or four or more days in a 30 days period, or overnight – will require an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children. If your work with children means that you are supervised at all times, this may not be required.

DBS applications are made on line and Applicant Guidance details are available from Ms J Reynolds, Head teacher’s PA, who will advise on what documentation is necessary for you to present for the ID check to be completed. You can apply to join the ‘update service’ at the same time to ensure that your certificate is portable. You must show your certificate to Ms Reynolds as soon as you receive it. You may be asked to give signed consent so that we can use the update service.

It is a requirement also, that you inform the Head teacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you and the young people in your care.

Trinity High School has a Safeguarding Policy and a copy is available from Ms Reynolds.

**What should I do if I am worried about a child?**

If whilst working with a child you become concerned about:

* Comments made by a child
* Marks or bruising on a child
* Changes in the child’s behaviour or demeanour

Please report these concerns to the class teacher, who if they feel it is appropriate will pass the information on to the school’s Designated Safeguarding Lead.

**What should I do if a child discloses that s/he is being harmed?**

Although the likelihood of this is small it is important to know what to do in such an eventuality as children rarely lie about such matters:

* Listen to what is being said without displaying shock or disbelief; accept what is being said
* Allow the child to talk freely
* Reassure the child, but do not make promises that might not be possible to keep
* Do not promise confidentiality but explain to the child that you may have to tell their teacher or Head teacher in order that they can provide appropriate help
* Do not interrogate the child or ask leading questions
* Reassure the student that it is not their fault
* Stress that it was the right thing to tell
* Do NOT ask the child to write a statement
* Do not criticise the alleged perpetrator.

Immediately record details of the disclosure, including wherever possible the extract words or phrases used by the child. Forms for the recording of information of this nature are available from the General Office, and should be completed and returned to the Designated Safeguarding Lead to enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the record. Please remember this information is confidential and should only be passed to the DSL.

**What should I do if the alleged abuser is a member of the school staff?**

You should report such allegations to the Head teacher.

**What should I do if the alleged abuser is the Head teacher?**

You should report such allegations to the Chair of Governors.

**What should I do if I witness worrying behaviour by another adult in school?**

You should always report this to the Head teacher.

**How do I ensure that my behaviour is always appropriate?**

Appropriate relationships with children should be based on mutual trust and respect.

As a member of staff, volunteer or regular visitor you may well be working closely with children, sometimes on a one to one basis.

Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should however, be careful about touching students.

If you are working with a student on his/her own always ensure that the door is left open or that you can be visible to others.

Do not photograph students, exchange e-mails or text messages, or give out your own personal details. Any unprofessional contact with students, e.g. through a social networking site, may leave you vulnerable to an allegation of abuse being made against you.

Please help us to safeguard the children in our care by following these guidelines.

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the school’s DSL if you are unclear about anything in it, and keep the leaflet in a safe place so that you can read it again if you need to.

If you are worried about the safety of any young person, you MUST report this to the DSL.

**SAFEGUARDING CONTACTS**

Head teacher

Mr Adrian Ward

Designated Safeguarding Lead

Mrs Fiona Horton

Deputy Safeguarding Lead

Ms Julie Davis

Deputy Safeguarding Lead

Mrs Sally Stephenson

Chair of Governors

Mrs Deborah Andrews

Governor with Safeguarding Responsibilities

Mr Barry Prever

Telephone Number

01527 585859



**TRINITY HIGH SCHOOL & SIXTH FORM CENTRE**

**SAFEGUARDING ADVICE FOR**

**CASUAL EMPLOYEES, VOLUNTEERS &**

**VISITORS**

**Version. Jan 19**