



Durham Johnston

# SAFEGUARDING (Child Protection) SUMMARY

This document is a summary of the school's Safeguarding (Child Protection) Policy. A copy of the policy and associated appendices is available on the school website or can be found in: [R:\5.Staff Only Resources\Policies\Safeguarding \(Child Protection\)\2018-2019\Child Protection \(Safeguarding\) Policy \(for review Nov 2018\).docx](R:\5.Staff Only Resources\Policies\Safeguarding (Child Protection)\2018-2019\Child Protection (Safeguarding) Policy (for review Nov 2018).docx)

**PLEASE NOTE THAT ALL STAFF ARE EXPECTED TO READ A COPY OF THE FULL POLICY AND ASSOCIATED APPENDICES.**

This summary is for quick reference only. Further information can be found in the full Safeguarding Policy (subject to annual review and approval by the Governing Body) which is published on the school's website and in the staff shared area.

Safeguarding (Child Protection) issues may relate to neglect and hidden harm, physical injury, sexual abuse, emotional abuse. (Please refer to the policy for full definitions and signs)

## ROLES AND RESPONSIBILITIES

### Designated Staff with Responsibility for Safeguarding (Child Protection)

Designated Safeguarding Lead	Mr Weaver	Assistant Headteacher
Additional Child Protection Officer	Mrs Bell	Assistant Head
Additional Child Protection Officer	Mr Bowman	Year Leader
Additional Child Protection Officer	Mrs Coady	Attendance and Welfare Manager
Additional Child Protection Officer	Mr Garside	Strategic Leader ICT
Additional Child Protection Officer	Mrs Hardwick	Year Leader
Additional Child Protection Officer	Mrs Lennon	Operational Head of Sixth Form
Additional Child Protection Officer	Mr Noble	Year Leader
Additional Child Protection Officer	Miss Owen	Year Leader
Additional Child Protection Officer	Mr Simpson	Year Leader
Additional Child Protection Officer	Mrs Wood	Student Support Centre Manager

Responsible for:

- Making referrals to appropriate agencies
- Liaising with those agencies to ensure correct procedures are followed during investigations
- Maintaining full records for case conferences.

### Headteacher

Responsible for:

- Establishing an ethos where children feel able to disclose fears and to ensure effective and discreet management of such.

## **Staff/Support Staff/Voluntary Helpers**

Responsible for:

- Upholding the school's 'telling' ethos.
- Acting promptly to refer disclosures having discussed confidentiality stipulations with child.

## **Parents**

Responsible for:

- Respecting and valuing their child as an individual.
- Supporting school as a 'safe' environment and taking appropriate action.

## **Children**

Responsible for:

- Supporting fellow pupils
- To be honest in any disclosures made and to behave responsibly according to school rules.

## **PROCEDURES**

### **1 Receiving Disclosure**

- Listen without leading, ask only to clarify what child is saying.
- Do not promise confidentiality, but explain 'need to know' basis.

### **2 Responding to Disclosure**

- Note child's demeanour and wording.
- Complete a 'Safeguarding Concerns' form
- Refer as soon as possible to designated staff.

### **3 Acting on concerns of Non Accidental Injury**

- Make a note of any possible marks.
- Complete a 'Safeguarding Concerns' form
- Do not make enquiries of parent/carers, other children or staff.
- Speak with a member of the senior pastoral staff team or the Designating Safeguarding Lead as soon as possible.

## DO

- report all health & safety issues without delay
- keep students safe and protect them from physical and emotional harm
- look after yourself
- treat **everyone** with respect
- provide a positive example you wish others to follow
- work with another appropriate adult in all planned activities whenever possible
- risk assess all situations when you are working alone with a student and make sure you are seen and/or heard by others
- respect peoples' right to personal privacy
- create an environment in which people feel comfortable in pointing out attitudes and behaviours they don't like
- report and challenge all inappropriate and/or abusive activities, such as ridicule or bullying
- familiarise yourself with your school code of behaviour
- report any gifts you receive and ensure they are not of significant value or intention
- give gifts to students **only** as part of an agreed reward system
- follow procedures for reporting all allegations against staff, carers and volunteers See Appendix 5 of Local Safeguarding Children Board Child Protection Procedures  
[www.durham-lscb.org.uk](http://www.durham-lscb.org.uk)

## DO NOT

- use your position to gain access to information for your own advantage or another's detriment
- intimidate, threaten, coerce or undermine anyone
- engage in any sexual activity (even consensual) with a student under 18 years who is attending your educational establishment
- play games or have physical contact that is inappropriate
- jump to conclusions about people's behaviour without checking facts
- investigate any allegations yourself
- make suggestive remarks or gestures, tell jokes of a sexual nature or engage in inappropriate verbal banter
- create a personal relationship with a student where one does not already exist
- give **any** personal details about yourself or others to a student unless you have agreed this with a senior member of staff
- allow any student to access any of your personal accounts on social networking sites
- rely on your good name to protect you - it may not be enough
- believe that an allegation could not be made against you, it could

**Remember that someone may misinterpret your actions, however well intentioned. Ask yourself are my actions, fair, warranted, proportionate, measured, safe and applied equally?**