

## What to do if I am worried about a child?

If you become concerned about:

- Something a child says
- Marks or bruising on a child
- Changes in a child's behaviour or demeanour

**YOU MUST INFORM THE DESIGNATED SAFEGUARDING LEAD**



**No concern is too small.**

## What to do if a pupil discloses information to you

**Do:**

- ✓ Treat the pupil as an individual, with respect and dignity.
- ✓ Be thoughtful about your language choices and tone of voice.
- ✓ Reassure them that this is the right thing to do.
- ✓ Make sure the pupil feels secure and inform them of your next actions.
- ✓ Make notes of your discussion, including the date and time.

- ✓ Record the discussion using the pupil's own words.
- ✓ Listen carefully and let the pupil finish without interrupting them.
- ✓ Make sure they know exactly what is happening next and why you need to tell another adult.

**Do not:**

- ✗ Promise the pupil you won't tell anyone.
- ✗ Ask leading questions or probe for more information – let the pupil tell you exactly what they choose to and no more.

### Concerns about staff members

Any concerns about other staff members and their safeguarding practices should be raised with the headteacher. These will be taken seriously and thoroughly investigated.

### Useful contacts

**The DSL: Kate Rimell**

[k.rimell@southascotvillageschool.org.uk](mailto:k.rimell@southascotvillageschool.org.uk)

**The deputy DSL: Carey Kelly**

[c.kelly@southascotvillageschool.org.uk](mailto:c.kelly@southascotvillageschool.org.uk)

**Children's social care services:**

01628 683150

### Further information

Make sure you read the [Child Protection and Safeguarding Policy](#) to ensure you are fully aware of your responsibilities – you can attain copy from the school website.

# South Ascot Village School

**Child protection and safeguarding guidelines for Volunteers and Visitors – what do you need to know?**



### Visitor Procedures

- All visitors must sign in at Main Reception.
- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on site.
- Visitors will be asked to remain under the supervision of a member of staff whilst on site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment.
- If you are seeking an urgent appointment please report to Main Reception and we will arrange a time for you to see a member of staff on duty.
- All visitors must sign out at the Main Reception

## Types of abuse and neglect

**Physical abuse** – a child suffers physical harm or injury, e.g. through hitting. This can also involve fabrication of an illness by their parent or family member.

**Emotional abuse** – a child receives emotional maltreatment which causes adverse effects on their development, e.g. by being told they are worthless.

**Sexual abuse** – a child is forced or enticed into taking part in sexual activities in which they do not give consent for, whether or not they are aware of what is happening.

**Neglect** – a child's basic physical and/or psychological needs are consistently not met, resulting in serious impairment of their health or development, e.g. by providing inadequate food.

## Other safeguarding concerns

You must be aware of additional safeguarding concerns, including the following:

- FGM
- Forced marriage
- Child sexual exploitation (CSE)
- Radicalisation
- Peer-on-peer abuse
- Bullying, including cyber bullying
- Children missing education

**You should always adopt an 'it can happen here' attitude towards safeguarding matters.**

## Keep Yourself Safe

Be professional. Be careful how you interact with or speak to a child; the child may interpret it differently.

Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.

Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.

It's best not to do anything for a child that he or she can do for themselves.

Always tell someone if a child touches you or speaks to you inappropriately. Write down the incident, time and date and pass it on to the Headteacher.

If you have any concerns about the conduct of staff, it is your responsibility to inform the Headteacher.

## Remember...if in doubt....ask.

### Spotting the signs

Child abuse or neglect can manifest in many ways. Some indicators may be physical, such as marks and bruising, or evident through their appearance, such as clear weight loss.

Abuse or neglect can also be presented through change in a pupil's behaviour – an unwillingness to change for PE lessons, displaying aggression, becoming withdrawn or losing friendships.

If a pupil discloses to you that they have been subjected to abuse, or they ask for advice on matters which raise concerns, it is imperative that you act on this.

Use the following list as a guide for common indicators:

- **Physical** – unexplained or hidden injuries, lack of medical attention.
- **Emotional** – displaying younger behaviour, nervousness, sudden underachievement, attention-seeking, stealing, lying.
- **Sexual** – showing an obsession with sexual activities (through play, work, drawings, etc.), being sexually provocative, disturbed sleep, nightmares, bedwetting, secretive relationships with others.
- **Neglect** – appearing ill-cared for or unhappy, becoming withdrawn or aggressive, displaying injuries, ongoing health problems.

This list is not exhaustive and each one should not be viewed in isolation – multiple issues often overlap each other. For more information on the indicators of specific safeguarding issues, such as FGM and CSE, refer to the [Child Protection and Safeguarding Policy](#).

## What to do if you have a concern

KCSIE 2018 requires all schools to have a DSL and deputy DSL(s). If you have a concern, you must raise it with the DSL – you should know who this is and who to inform if they are unavailable.

You must report all concerns in line with the school's [Child Protection and Safeguarding Policy](#).