

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

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If your concern is about a member of staff or volunteer, you should report this to the Headteacher.

If 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.

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

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Please ask the Headteacher or SDOs for school guidance regarding *“Safer Working Practice for Adults who work with Children and Young People in Education Settings (2009)”*.

This document is available to view on the Staff Area of the School Website. Please ask the administrator for the password.

## Contacts

Chagford Primary School **Safeguarding Policy** is available on the School Website (About/ Our Policies).

In line with this, regardless of the source of harm, you **MUST** report any concerns.

**Headteacher** Liz Wiseman

**Senior Designated Office** Liz Wiseman

**Deputy SDOs** Deborah Philpott  
Catherine Thomas

**Chair of Governors** Sheila Mead

**Safeguarding Governor** Catherine Mount

To contact them please ask the school office for details or you can see their email address on the school website.



## Safeguarding Children

### QUICK REFERENCE FOR NEW SCHOOL STAFF OR VOLUNTEERS

Everyone in education has a duty to help keep children and young people safe by:

- helping to provide a safe environment
- identifying those who are suffering or likely to suffer
- taking appropriate action.

This leaflet has been given to you to ensure you understand what is expected of you.

Please seek advice from the Senior Designated Officer for Child Protection if you are unclear about anything in this leaflet.

## When and what might I be concerned about?

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At any time you may be concerned about information which suggest a child is being neglected or experiencing physical, emotional or sexual harm.

You may observe physical signs, notice changes 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:

- A parent or carer
- A family member or friend
- Another child
- A stranger
- A member of staff or volunteer

## What should I do if a child discloses that she or he is being harmed?

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### Listen

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

### Reassure

- Reassure the pupil that it is not their fault.
- Stress that it was the **right thing** to tell.
- Be calm, attentive and non-judgemental.
- Do not promise to keep what is said a secret.
- Ask non leading questions (TED) to clarify if necessary:

Tell me more...

Explain that to me...

Describe what happened....

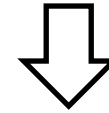
### Then follow the steps in the flowchart to the right.

The information you have may not be enough on its own for a Child Protection referral however it will help your Senior Designated Officer to make a decision about the risk of harm to the child.

## What must I do?

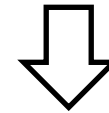
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### Recognise your concern



### Respond

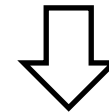
Inform the Senior/ Deputy Designated Officer or Chair of Governors without delay.



### Record

Members of staff should log their concern using CPOMS. Ask the school office for your username and password.

Volunteers should make a written record using the child's own words, sign and date it.



### Report

CPOMs will automatically alert the SDO. Pass any *written* records to the Senior/Deputy Designated Officer of Chair of Governors.