

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

If your concern is about a staff member or volunteer, you should report this to the Headteacher. If your concern is about the Headteacher, you should report such allegations to the Chair of Governors. Contact details can be found on this leaflet.

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

Please ask a member of the Senior Leadership Team for school guidance regarding safer working practice.

The DSCF have also produced guidance entitled '**Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings**' (2019) This publication can be found on the Herts Grid, and on the school's shared drive.

## **CONTACTS**

School policies related to safeguarding (eg Child Protection, Whistleblowing, Intimate Care, E-safety, Code of Conduct) are saved on our shared drive: **Resources → Staff 2018/2019 → Policies → Staffing OR Pupil Well-being/Safeguarding**

In line with school policy, regardless of the source of harm, you **MUST** report your concern.

### **Your DSLs (Designated Safeguarding Leads) are:**

Michelle Lake (*Headteacher*)

[head@woodhall.herts.sch.uk](mailto:head@woodhall.herts.sch.uk)

Sheetal Raithatha (*SENCo*)

[sraithatha@woodhall.herts.sch.uk](mailto:sraithatha@woodhall.herts.sch.uk)

*Your Chair of Governors is*

Graham Denman

who can be contacted on

**01923 840675.**



## **WOODHALL PRIMARY SCHOOL**

### **SAFEGUARDING CHILDREN: QUICK REFERENCE LEAFLET**

*FOR NEW STAFF/VOLUNTEERS/VISITORS*

Everyone at Woodhall 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.

***'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play.'***

***Keeping Children Safe in Education  
September 2021***

### **When and what might I be concerned about?**

At any time you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm. **We all have a responsibility to keep children safe.** Harm can be identified in four ways:

**Physical:** when a child is deliberately hurt or injured.

**Sexual:** when a child is influenced or forced to take part in sexual activity. This can be a physical activity or non-physical eg being made to look at an inappropriate image.

**Emotional:** when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

**Neglect:** when a child is not being taken care of by the parents/guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

*Harm to a child can be caused by:*

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

### **What should I do if I suspect that a child is at risk of radicalisation?**

Signs that may indicate a child is being radicalised include:

- *Isolating themselves from family and friends*
- *Talking as if from a scripted speech*
- *Unwillingness or inability to discuss their views*
- *A sudden disrespectful attitude towards others*
- *Increased levels of anger*
- *Increased secretiveness, especially around internet use*

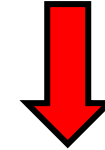
All staff at Woodhall have received Prevent training (protecting children from radicalisation) Please speak to a DSP who will support you to make a referral to Channel as appropriate.

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

1. **LISTEN:** listen carefully to what is being said; do not interrupt.
2. **REASSURE:** reassure the pupil that it was not their fault, and 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 (**T**ell me more/**E**xplain that to me/**D**escribe what happened) to clarify if necessary.

## **WHAT MUST I DO?**

**RECOGNISE** your concern.



**RESPOND:** inform one of our DSLs without delay (or Chair of Governors where appropriate)



**RECORD:** make a written record (using the child's own words), sign and date it.

**Pass the record on** to one of our DSLs (or Chair of Governors where appropriate)

The information you have may not be enough on its own for a Child Protection Referral; however, it will help your DSP to make a decision about risk of harm to the child.

