



## CHILD PROTECTION: INFORMATION FOR STAFF

**Children and young people have a fundamental right to be protected from harm.**

**Families have a right to expect schools to provide a safe and secure environment.**

**Designated Person: Miss Ley**

**Deputy Designated Persons: Mrs Slade, Mrs Bonard, Mrs Payne, Miss Hunns, Miss Alderson, Mrs Hanks, Mrs Adjei**

It is your professional responsibility to be alert to the threat of child abuse, to be aware of, and be able to recognise different forms of child abuse and to refer any suspicion of abuse to your Designated Person. You should familiarise yourself with the procedures, within your school, for referral, recording and monitoring a suspected case.

### WHAT TO DO AND WHAT TO AVOID

a) If you have concerns about a child:

<ul style="list-style-type: none"> <li>* <b>Do let</b> your Designated Person know immediately</li> <li>* <b>Do</b> write up a full report for the Designated Person and retain a copy safely</li> </ul>	<ul style="list-style-type: none"> <li>* <b>Do not</b> examine the child</li> <li>* <b>Do not</b> ask leading questions</li> <li>* <b>Do not</b> discuss with anyone other than the Designated Person</li> </ul>
--	--

b) If a child discloses information to you: it is essential to safeguard and not to contaminate evidence in case there is to be subsequent prosecution of the perpetrator. The following guidelines will help you to avoid this.

<ul style="list-style-type: none"> <li>* <b>Do</b> allow the child to do the talking</li> <li>* <b>Do</b> listen to, rather than directly question, the child</li> <li>* <b>Do</b> listen quietly and encouragingly</li> <li>* <b>Do</b> remain calm and caring</li> <li>* <b>Do</b> allow the child to finish</li> <li>* <b>Do</b> explain you may have to tell someone</li> <li>* <b>Do</b> make notes at the earliest opportunity. Use the child's own words where possible</li> <li>* <b>Do</b> refer to your Designated Person immediately</li> <li>* <b>Do</b> write up a full report for the Designated Person and include timing, setting and persons</li> </ul>	<ul style="list-style-type: none"> <li>* <b>Do not</b> postpone or delay the opportunity to listen</li> <li>* <b>Do not</b> stop a child who is freely recalling significant events</li> <li>* <b>Do not</b> ask leading questions</li> <li>* <b>Do not</b> allow your feelings, such as anger, pity or shock to surface</li> <li>* <b>Do not</b> make promises of secrecy</li> <li>* <b>Do not</b> interrupt the flow of the disclosure</li> <li>* <b>Do not</b> interrupt what you have been told, just record it</li> <li>* <b>Do not</b> discuss with anyone other than the Designated Person</li> </ul>
--	--

## CHILD PROTECTION: INFORMATION FOR STAFF

present as well as what was said. Date your report (including year). Retain a copy, safely.	
---	--

c) Allegations of abuse by another child or young person, must be given the same importance as any other form of alleged abuse and referred to the Designated Person.

### Follow-up

- (i) In accordance with your school policy, the child's behaviour should be monitored, information collated and the Designated Person kept informed. Any change(s) observed should be reported immediately to the Designated Person.
- (ii) When a child moves classes within your school any relevant child abuse information should be passed in to the receiving teacher so that the monitoring role can be continued.

### Documents

All Staff and Governors will have read and be familiar with the following documents:  
Keeping Children Safe in Education September 2016 (to be replaced by September 2018 version once finalised)  
Working Together to Safeguard Children 2018

### Footnote:

It is City of Plymouth policy that if a teacher, or any other member of staff, feels that their referral to the Designated Person has not been dealt with to their satisfaction they have the right to refer suspected cases of child abuse directly to:

either the Headteacher  
or the Advice and Assessment section of Children's Social Care  
(01752 308600)

as appropriate