



## 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.

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/carer  
A family member/friend  
Another child: Peer to Peer  
A stranger  
A member of staff/volunteer/contractor

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

### 1. Listen

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

### 2. Reassure

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non-judgmental. 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 DSL to make a decision about risk of harm to the child.

## Keeping Children Safe:

### What must I do?

**Recognise your concern**

**Respond – inform your DSL/Deputy DSL without delay (or Chair of Governors where appropriate\*)**

**Make a written record (using the child's own words), sign and date it**

**Pass the record to the DSL/Deputy DSL/ Chair of Governors\***

## **\*What should I do if the alleged abuser is a member of the 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 the back of this leaflet.

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

Please ask a member of the Senior Team for school guidance regarding Safer Working Practice. The DFE have also produced guidance entitled '**Safer Working Practice for Adults who work with Children and Young People in Education Settings' (2009)**. This publication can be found on the Hertfordshire Grid for Learning.

## **CONTACTS**

The school has a Child Protection Policy and a copy is available from:  
**[www.collett.herts.sch.uk](http://www.collett.herts.sch.uk)**

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

*Head Teacher:*

**Stephen Houlton-Allen**

01442 398 988

*Your Designated*

*Safeguarding Lead (DSL) is:*

**Kasia Fejcher-Akhtar**

01442 398 988

*Your Deputy DSL is:*

**Stephen Houlton-Allen**

01442 398 988

*Chair of Governors is:*

**Neil Harper**

Contact him via the school office

01442 398 988

## **Safeguarding Children Quick Reference for School Staff & Volunteers**

Everyone in education 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.

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

Please seek advice from your **Designated Safeguarding Lead (DSL)** – (Kasia Fejcher-Akhtar) if you are unclear about anything in this leaflet. Also, keep this safe for reference.



**The Collett School**  
SPECIAL EDUCATIONAL NEEDS