



# **SAFEGUARDING FROM ABUSE POLICY**

Original Policy:

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Checked and approved by A Allen Somerset LSCB

## **Safeguarding from Abuse Policy**

This policy outlines the measures to safeguard both children and staff from abuse.

### **Children**

Children should know the following:

1. The school rules
2. The Code of Conduct
3. The duties of their special person
4. Who they can talk to if they have a worry or a concern
5. The way in which the school's complaint procedure works
6. That they will be listened to and taken seriously if they are unhappy about anything or wish to make a complaint
7. That the school takes seriously issues such as bullying, inappropriate sexual behaviour etc. and that it will do its best to protect their interests
8. That the school will act to protect their rights and will do all it can to protect their safety

### **Staff**

Staff should know the following:

1. The practices, procedures, rules etc. that are contained in the Employment Manual and school policies
2. That all staff have a duty to work together to ensure the highest standards of safety and care of the pupils
3. That staff have a duty to report to a senior member of staff any conduct by their colleagues which contravenes agreed school practice or in any way poses a risk to child safety
4. That if they consider that the school's senior management team (SMT) have not dealt correctly with child protection issues, they can consult the Staff Liaison Governor or the school's Independent Visitor

## Do's and Don'ts

### Do: -

1. Take child protection issues seriously
2. Be ready at all times to listen to children and respond to their concerns
3. Ensure that appropriate action is taken even if this involves reporting the inappropriate behaviour of fellow members of staff
4. Develop good, trusting relationships with the pupils
5. Remember that there are risks involved if you have physical contact with pupils. Physical contact is not discouraged but you must protect yourself by ensuring that your actions are made in an open and appropriate way where other adults can witness them
6. Understand physical contact should be limited to the following approved forms: an arm (briefly) around a child's shoulders, ruffling their hair, giving a (brief) hug, perhaps holding a child's hand if the child is fearful or there is a risk such as crowds or traffic, and contact needed during physical intervention with a child.
7. Celebrate birthdays and other special occasions
8. Act as though you are in the position of a responsible parent
9. Consider and try to ensure the pupils' physical safety at all times
10. 'Tune into' the pupils' mental and physical state to ensure that signs and symptoms of abuse are not missed
11. Protect your safety by ensuring that other staff are aware when working one-one or your duties might place you at risk, i.e. when applying medication, bathing children, restraining children etc
12. Remember at all times to be an appropriate role model. Guard against children's exposure to inappropriate material, video/literature/mail/e-mail/internet.
13. Use the log book to inform staff if children are upset, need extra attention etc
14. Keep accurate records which should be clear, concise, detailed, factual and not opinion. If handwritten, notes should be written in black ink, dated and signed.
15. Only share confidential information with essential staff and the external agencies which may become involved.

## Don't

1. Ignore children if they are trying to tell you that something is wrong. This may be verbal or non-verbal.
2. Miss obvious signs of abuse
3. Allow children to become "over familiar" with you or allow inappropriate physical contact with pupils. *Such behaviour and contact without cause would raise concerns about appropriate professional practice.*
4. Allow children into your home without the permission of the Headteacher
5. Contact or visit children at home in holidays or during term time periods without the permission of the Headteacher
6. Act in any way that could be either physically or sexually misconstrued or put you at risk
7. Ignore the boys need for privacy when bathing or showering
8. Forget to be vigilant when boys are together
9. Allow boys to forget that there are generally accepted standards of modesty and decency
10. Forget to complete the appropriate forms when there have been incidents with pupils or when restraint has been necessary
11. Hesitate or delay in speaking to the designated person or a senior member of staff if you have any concerns about child protection issues
12. Assume that your concerns have been dealt with - always ask for confirmation
13. Discuss confidential information casually with parents and refer any questions to the Head-teacher, the Chair of Governors or the Complaints procedure.