



## Child protection/Safeguarding at Distington Community School

This document is used as a screening tool with volunteers, staff new to the school (including supply staff) and visitors. We hope that it helps send out the clear message that this is an '**aware**' school. This is addition to the Safer Recruitment checks carried out.

### **Procedure**

#### **If you suspect that a child is being abused:**

- Report to the Designated Safeguarding Lead for Child Protection (DSL) –Mr C Barnes or the Deputy Designated Lead – Miss L Savage.
- Immediately tell the DSL and ensure the information is recorded on CPOMS (DSL/Deputy DSL or a teaching staff member can help you with this).

#### **If a child tells you they are being abused:**

- Allow them time to speak without interruption, accepting what is said;
- Advise the child that you will need to pass this information onto the DSL or a senior member of staff.
- Immediately tell the DSL and ensure the information is recorded on CPOMS (DSL/Deputy DSL or a teaching staff member can help you with this).

#### **If you receive an allegation about any adult or yourself;**

- Immediately tell the DSL, if the DSL is not available report to the Deputy DSL or a member of the safeguarding team.
- If the allegation is made against the Head report to the Chair of Governors Mrs N Stephenson.
- All allegations against staff member must be reported to the Head teacher.

As outlined in 'Working Together to Safeguard Children' the LADO (DO) must be informed of all allegations against adults who work with children.

The LADO (DO) is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child

- behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- Record all the facts and give to the DSL/Head.

**You must refer you must not investigate/question the children!**

**Do treat everyone with respect.**

**Do provide an example you wish others to follow.**

**Do plan activities so that they involve more than one child or are at least in the sight or hearing of others.**

**Do respect a child's right to personal privacy.**

**Do provide access for children, young people and adults to feel comfortable enough to point out attitudes or behaviours they do not like, and try to provide a caring atmosphere.**

**Do remember that someone may misinterpret you actions, no matter how well intentioned.**

**Do act as an appropriate adult role model.**

**Do not permit abusive activities (bullying, name calling, ridiculing).**

**Do not play physical contact games with children, make inappropriate comments or have inappropriate banter with them.**

**Do not jump to conclusions without checking facts.**

**Do not make suggestive remarks or gestures or tell sexist/homophobic/racist 'jokes'.**

**Do not rely on your good name to protect you, it may not be enough.**

**Do not believe that it could not happen to you..... it could!**

**Safeguarding is**  
**EVERYONE'S**  
**responsibility**