

**What should I do if the allegation is about a member of staff working with children?\***

If your concern is about a staff member or volunteer, you should report this to the most senior person: in most cases the Head Teacher. If however your concern is about the Head Teacher, you should report this to the Chair of Governors. Contact details can be found on the back of this leaflet. The senior person will then contact the Local Authority Designated Officer (LADO) on 01452 426994 for a discussion.

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

Please ask a member of the Senior Leadership Team for school guidance regarding Safer Working Practice. They will be able to guide you towards more information which can also be found on the Gloucestershire Safeguarding Children's Partnership website:

<https://www.gloucestershire.gov.uk/gscp/>

**CONTACTS**

The school has a Safeguarding Policy which includes Child Protection, Safer Recruitment, Allegations Management, peer on peer abuse and a whole range of other procedures to keep children safe. A copy is available from School Office or school website

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

**Head Teacher: Mr Lee Pajak**  
**Deputy Head Teacher: Mrs Lisa Smith**  
**Assistant Head Teacher:**  
**Mrs Lisa Hillman**

**Your Designated Safeguarding Lead (DSL) is: Mr Lee Pajak**

**Your Deputy DSL is: Mrs. B Pascoe**  
**Other Deputy DSLs: Mrs L Smith,**  
**Miss C Green**

**Nursery Deputy DSLs: Gemma White and Michelle Osborne**

**Contact your DSL or DDSL at/on: 01452 881800 and ask to speak to the DSL or by calling in the school office**

**Your Chair of Governors is:**  
**Mr James Hill: [chair@kingsway.gloucs.sch.uk](mailto:chair@kingsway.gloucs.sch.uk)**  
**Safeguarding Governor:**  
**Mrs Laura Gardner:**  
**[lgardner@kingsway.gloucs.sch.uk](mailto:lgardner@kingsway.gloucs.sch.uk)**



**SAFEGUARDING CHILDREN  
QUICK REFERENCE FOR  
NEW SCHOOL STAFF or  
VOLUNTEERS**

Everyone in the education service 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 Senior Lead (DSL) for Child Protection if you are unclear about anything in this leaflet and keep it in a safe place.

## When and what might I be concerned about?

At any time you might 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
- A stranger
- A member of staff/volunteer\*

## 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-judgemental. Do not promise to keep what is said a secret. Ask non-leading questions e.g (who, what, when, where and how) to clarify if necessary.

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.

## What must I do?

Share your concerns verbally with the Designated Safeguarding Lead/Deputy DSL without delay. (or Head Teacher/Chair of Governors where appropriate\*).



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



Pass the written record to the DSL/Deputy DSL (where appropriate\*) without delay.