

Lydiard Millicent CE Primary School  
Child Protection  
&  
Safeguarding  
Information for Parents and Visitors

Mrs Luce and Mrs dos Santos are the Designated Safeguarding Officers (01793 770571).

Mr Stuart James is the Designated Safeguarding Governor.

Please ensure you sign in at the office whenever you come into school.

A visitor badge **must** be worn.

An integral part of our job is to make sure children are safe and happy at school as well as having the best educational opportunities. We take safeguarding and protecting our children very seriously.

All staff have annual training on identifying abuse and what to do if they are concerned about a child or what to do if a child discloses something that has happened to them.

As a parent helper / supply teacher / visitor to our school, there are a few things that will help you so that you can keep children safe too.

Make sure you know that Mrs Carly Luce (the head teacher) and Mrs Jeanne dos Santos (Class 2 teacher and deputy head teacher) are our Designated Safeguarding Leads. (DSL)

Know that Mr Stuart James is our Designated Governor for child protection and safeguarding.

If a child tells you something or you hear something that makes you feel uncomfortable, tell the DSL or a teacher as it is always best to share concerns.

Have a look at the following information to make sure you are prepared for a range of issues.

**Helping the child when abuse is disclosed:**

Be prepared to listen and comfort.

Do not show revulsion or distress, however distasteful the events are.

Stay calm and controlled.

**Do not make false promises, i.e. that you will keep the abuse a secret or that the police will not be involved.**

**Do not promise confidentiality.**

Let the child know at once that it was not his/her fault and keep restating this.

Be aware of your own feelings about abuse and find someone you can share those feelings with once the procedures have been completed.

Reassure the child that they were right to tell, even though the abuse may have happened a long time ago.

Reassure the child that you still care for them and that what they have said does not make you care for them less.

As soon as possible write a first hand account of exactly what was said and done.

Make them aware that their disclosure will be reported only to those who need to know and can help.

**Do not question a child; try to limit your involvement to listening.**

**A child can be interviewed only once.**

**Remember - it is not your job to investigate suspected cases of abuse, just listen and report to the staff.**

Please remember that whatever you see or hear in school is confidential.

**If you have concerns about a child's welfare**

It may be that you might have concerns about a child's well-being, but they have not actually said anything to you. If such a situation arises, you should speak to the Designated Safeguarding Lead.

Abuse or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. If you have worked with a group of children over many weeks, you may see changes in behaviour. Such changes may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be the symptoms of a hidden disability or undiagnosed medical condition, and the need to distinguish those cases reinforces the need for a careful and thorough assessment of the child and his/her needs when concerns are passed on.

**It is important you do not feel afraid about passing on your concerns. The information may be a small piece in a bigger jigsaw and help to get a better understanding of a child's predicament. Any concerns, however seemingly trivial, should be passed on to the Designated Safeguarding Lead.**

When we deal with safeguarding or child protection concerns, the person involved has to write out exactly what happened or was said. As soon as the disclosure has been made, or as soon as you have access to a member of staff, jot down your notes. Mrs Luce or Mrs dos Santos will ask you to fill in a form with relevant information such as date, time and context. All information you can give is valuable.

If you have a concern about a member of staff, an adult volunteer or visitor please report to the Head teacher before leaving the site. If your Concerns are about the Head teacher please contact the Chair of Governors, Mr Richard Coleman. (richardclmn@gmail.com)

Please do not be worried by the things you have read in this booklet. Incidents are very rare, but we all need to be prepared so we can keep our children as happy and as safe as we can.

**There are 4 categories of abuse**

Physical abuse

Sexual abuse

Emotional abuse

Neglect

If you are approached by a child wanting to talk, you should listen positively and reassure the child. If the child has been abused, it may have taken them a lot of courage to finally be able to talk.