

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the person who gave it to you if you are unclear about anything in it and keep the leaflet in a safe place so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to Mr Kay, the Designated Senior Member of Staff for Safeguarding Children in school.

KEY CONTACTS

Headteacher
Mr P Jennings

Designated Senior Member of Staff for
Safeguarding Children
Mr J Kay

Deputy Designated Senior Member of Staff for
Safeguarding Children
Mrs V Bennison

Governor with Safeguarding responsibility
Mrs P Hughes



**LADY HAWKINS' SCHOOL
& SIXTH FORM**

**SAFEGUARDING
ADVICE FOR VISITORS**

CHILD PROTECTION ADVICE

Thank you for helping the students at Lady Hawkins' School. We are committed to safeguarding and meeting the needs of our children and we hope this leaflet will provide some useful advice and information when working with children at LHS.

Your Responsibilities

All those who come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

DBS Checks

Anyone involved with children must be DBS checked. This is to help ensure that unsuitable people are prevented from working with children.

Mr Gwynne (Business Manager) can help you complete the on-line application and advise which documentation is necessary for you to present for the check to be completed.

Please also inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.

LHS has a Safeguarding Policy and a copy is available from the school office and on the website.

What should I do if I am worried about a child?

If, whilst working with a child, you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

Please report these concerns to Mr Kay (Deputy Headteacher) or Mr Jennings (Headteacher).

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

Although the likelihood of this is small it is important to know what to do in such an eventuality as children rarely lie about such matters.

- Listen to what is being said without displaying shock or disbelief; accept what is being said.
- Allow the child to talk freely.
- Reassure the child, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order that they can help her/him.
- **Do not interrogate the child.**
- **Do not ask leading questions.**
- Reassure the child that it is not their fault.
- Stress that it was the right thing to tell.
- Listen rather than ask direct questions.
- Do not criticise the alleged perpetrator.

Immediately record details of the disclosure, including, wherever possible, the exact words or phrases used by the child. Forms for the recording of information of this nature are available from the school office and should be completed and returned to Mr Kay or Mr Jennings to enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the record.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to Mr Kay or Mr Jennings

What should I do if the alleged abuser is the Headteacher?

You should report such allegations to Mr Kay who will notify the Chair of Governors.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. You may well be working closely with children, sometimes on a one to one basis. Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about any physical contact with students.

If you are working with a student on her/his own always ensure that the door is left open or that you can be visible to others.

DO NOT photograph children unless requested to by the class teacher. DO NOT exchange private emails or text messages or give out your own personal details. DO NOT engage with students on Snapchat, Facebook or similar social media or messenger platforms.

Please help us to safeguard the children in our care by following these guidelines.