

# Ashlyns School



## **Child Protection: Quick Reference for Visitors to the school**

**As an adult visiting this school YOU  
have a duty to act if you have a  
concern about a child's welfare.**

### **DSL Tamara Kirk**

#### **Deputy DSLs:**

**Claire Bennett**

**Milly Burt**

**Hash Khalil**

**H Bjornsgaard**

**Sharon Shepherd**

**Kassie Gaches (6th Form)**

**Donna Walker (6th Form)**

## **WHEN TO BE CONCERNED**

When you become aware of information that leads you to be concerned about the physical, emotional or sexual wellbeing of a child. This information may not be enough on its own for a child protection referral; however, it will help the Safeguarding Team to build a picture of a child at risk.

## **ALERTS**

- You may see physical signs
- You may hear worrying accounts
- You may pick up on emotional distress
- You may notice changes in a child's behaviour or presentation
- Someone may disclose to you

## **HARM TO A CHILD CAN BE CAUSED BY:**

- Parent/Carer
- Family member/friend
- Another child
- Stranger
- Member of staff/volunteer\*
- The child themselves

Regardless of the source of harm you MUST report your concern

\*If your concern is about a staff member/volunteer you should report this to the Headteacher

If your concern is about the Headteacher you should inform the Chair of Governors

The Chair of Governors is Mrs J Laws.

You can contact the Chair of Governors via the School Office on 01442 863605

## WHAT MUST I DO

- Know your role
- Don't ignore

**Inform the Designated Safeguarding Lead (DSL) or a Deputy DSL without delay (or Headteacher/Chair of Governors where appropriate)**

- Speak to a member of the safeguarding team without delay
- Make a written record and date it
- Pass the record to the DSL or a Deputy DSL

## DEALING WITH A CHILD'S DISCLOSURE

- **LISTEN**  
Listen carefully to what is said to you. Don't interrupt or ask questions
- **REASSURE**  
Be calm, attentive and, non-judgemental  
Don't promise to keep what is said as a secret
- **RESPOND**  
Tell the DSL/safeguarding team without delay
- **WRITE IT DOWN**  
Use the child's own words. Note anything else that made you concerned. Sign and date it.  
Pass to the safeguarding team

## REMEMBER!

Delay in reporting your concerns can cause the child greater harm

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Adults in school are often the first people to see a child after they have been abused

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Not all abuse has physical signs

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If in any doubt, talk to the DSL

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Protection of a child must be your first priority