

Ashlyns School



Child Protection Quick Reference for Visitors

Please refrain from using a mobile phone on the school site; only under staff supervision or in a designated room. Filming or recording of students is strictly prohibited.

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

The Designated Safeguarding Lead
is David Beattie

The Deputy DSLs are:

Tamara Kirk
Hash Khalil
Luke Roberts
Claire Bennett
Dionne Quane
Kassie Gaches
Louisa Miles
Joanna Shaw
Charlotte Collings
Janey Foster
Deborah Tuohy

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

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

Not all abuse has physical signs

If in any doubt, talk to the DSL

Protection of a child must be your first priority