

What should I do if there is an allegation about a member of staff?

You should report such allegations to the Headteacher as soon as possible.

If the allegation is about the Headteacher, please report this immediately to the Chair of Governing Body or to the Local Authority Designated Officer [LADO] for Safeguarding Children (Tel: 01604 259599).

How do I ensure that my behaviour is always appropriate?

All good relationships are based upon mutual trust and respect. Children are often spontaneously affectionate and tactile, (e.g. by shaking hands) and it is important not to alienate them through a lack of response or appearing to reject this. You should, however, be very careful about physical contact with children and respect their personal space.

If you are working with a child on his or her own, ensure that a door is left open and that you are visible to other adults.

Do not photograph children unless it is with official permission and avoid exchanging personal emails or texts with them; you should never give children your personal contact details.

Avoid all contact with children via the internet or social networking sites.

Summary

Everyone who visits or works with children from Kings Heath Primary Academy has a responsibility to make sure that these children are safe and happy.

Remember, if you are worried about the safety or wellbeing of any child in our academy, you **MUST** by law report this to the **DSL**.

PLEASE REPORT ALL CONCERNS

Kings Heath Primary Academy

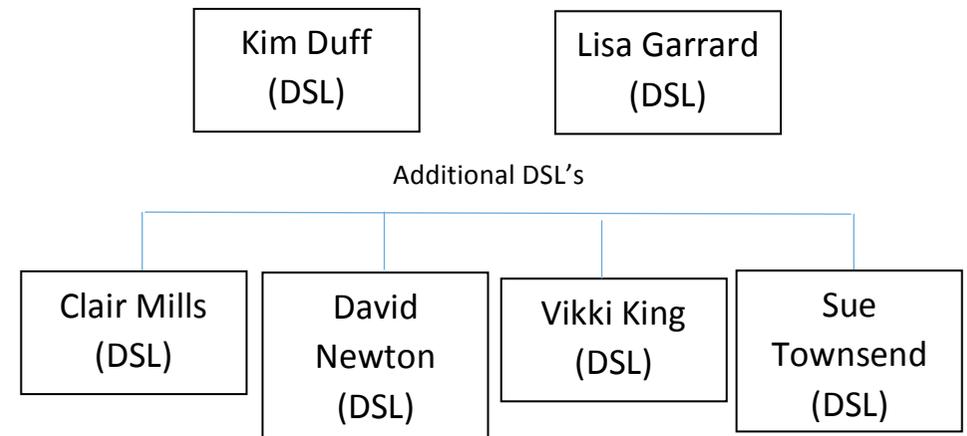


KINGS HEATH PRIMARY ACADEMY

Broadening Horizons

Child Protection & Safeguarding

Child Protection is everybody's responsibility. If you have ANY concerns, please pass them to:



Child protection

As a school we are committed to safeguarding and promoting the wellbeing of all the children in our care and we hope this leaflet will provide some useful advice when working with young people at Kings Heath Primary Academy.

What are my responsibilities as an adult working with children?

All adults who come into contact with young people in their everyday work whether paid or voluntary have a legal duty to safeguard and promote the wellbeing of children. **"Safeguarding children is everybody's business"**

The latest guidance is found in the document "Keeping Children Safe in Education". A hard copy of the document is available at the academy reception or online at

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/435939/Keeping_children_safe_in_education.pdf

If you have any concerns regarding the safety and wellbeing of a child, such as:

- Comments made by the child
- Any unexplained marks or bruising
- Changes in a child's behaviour or demeanour
- Comments made by a child about others

Please report immediately to a Designated Safeguarding Lead (DSL) or

Disclosure and Barring Scheme (DBS) checks

Kings Heath Academy's recruitment and selection procedures specify that all adults working with children have an enhanced DBS disclosure. This is to help ensure that all unsuitable people are prevented from working with children.

It is essential that you inform the Headteacher immediately if at any time you become subject to any criminal investigation, caution or conviction. This is to protect you as well as the young people in your care.

Do's

- ✓ Listen to what is being said without passing comment or displaying shock and disbelief: in short accept what is being said.
- ✓ Allow the child to talk freely.
- ✓ Reassure the child that it is not their fault.
- ✓ Reassure the child that you will be supportive but do not make promises that you may be unable to keep.
- ✓ Stress that it was the right thing to share this information.
- ✓ Immediately record the details of the disclosure, including wherever possible the exact words or phrases used by the child, on the Academy's 'Cause for Concern' sheets found in the staffroom. The details should be returned in writing to the DSL, to enable the matter to be dealt with promptly and in the most appropriate way. Please ensure you have signed and dated the information.

Don't's

- ✗ Do not promise confidentiality but explain to the child that you will have to share this information with someone else in order that you can help them further.
- ✗ It is important not to interrogate the child or ask leading questions: just encourage them to talk.
- ✗ Do not be drawn into criticising the alleged perpetrator: remain sympathetic but impartial.