

**Child Protection Procedures
Information for Temporary Workers at
Constantine School**

Please note: This summary sheet should be provided to all temporary workers who have been engaged to work on supply or any other short contract (even for only a day) as an integral part of their induction. Ensuring such staff read this sheet prior to commencing work contributes to the school’s commitment to safeguarding and promoting the welfare of the pupils.

As an adult working in this school you have a duty of care towards all students. This means you should act at all times in a way that is consistent with their safety and welfare. If you have a concern about a child, particularly if you think s/he may be suffering or is at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead (DSL) or Cover for DSL, who at this school are:

**Name and contact number of DSL: Helen Bancroft 01326 340554
head@constanine.cornwall.sch.uk**

Name and contact number of DSL Cover: Cags Gilbert 01326 340554

The following is not an exhaustive list but you might become concerned as a result of:

- Seeing a physical injury which you believe to be non-accidental
- Observing something in the appearance of a student which leads you to think his/her needs are being neglected.
- Witnessing behaviour which gives rise to concern
- A student telling you that s/he has been subjected to some form of abuse

DOs and DON'Ts

- If you are concerned you must **immediately**
 - write down what you observed/heard – using the form on the reverse
 - date and sign the account
 - hand the form personally to the DSL or DSL Cover.
- If a student talks to you about (discloses) abuse you should:
 - Listen carefully without interruption
 - Only ask sufficient, open questions to clarify what you have heard. Do not 'lead' the student in any way.
 - Make it clear you are obliged to pass the information on, but only to those who need to know
 - Complete the form on the reverse of this page – this **must** be completed on the same day, dated and signed and handed personally to the DSL or DSL Cover.
- You must not:
 - ask the student to repeat the disclosure to anyone else in the school,
 - ask him/her or any other student to write a 'statement'
- You must not inform parents.
- You are not expected to make a judgement about whether the student is telling the truth.

If the behaviour of another adult in the school gives rise for concern you should report it to the named senior officer who is(insert name). If it is about the named senior officer, you should speak to an Assistant Headteacher.

Remember – share any concerns, don't keep them to yourself

To be completed by ALL workers logging a Concern/Disclosure about a Child's Safety and Welfare

Child's Name:		Date of Birth:	
Date:		Time:	
Printed name		Signature	
Position/role:			
Note the reason(s) for recording the incident/concern.			
Record the following factually:		Who?	
		What?	
		Where?	
		When?	
Offer an opinion where relevant (how and why might this have happened?) Please ensure that you substantiate your opinion.			
Note action taken, including names of anyone to whom your information was passed.			

Check to make sure your report is clear now - and will also be clear to a stranger reading it next year.

THIS FORM MUST BE PASSED IMMEDIATELY TO THE DESIGNATED SAFEGUARDING LEAD (OR COVER IN THE ABSENCE OF THE DSL)

Last reviewed January 2015