



Woodlands Academy

APPENDICES FOR SAFEGUARDING INCORPORATING CHILD PROTECTION POLICY

POLICY A1 : APPENDIX 1 : GUIDELINES FROM THE CPC

1 If a student begins to disclose possible abuse, urgently find time and a suitable place, to listen. Arrange emergency lesson cover if necessary via Reception.

2. REASSURE; say things like, 'you were right to tell me', ' I believe you', 'I'll get help for you'. 'no one deserves to be treated badly'. **DO NOT PROMISE CONFIDENTIALITY.** Do not cross-examine, interview, probe or ask to see any injury that is not visible (without adjustment to clothing). It is not your job to 'check out' what the student is telling you, nor should you question or interview any student alleged to be an abuser.

Education is a referral, not an investigative, agency for Child Protection issues. An incident may eventually end up as a court case; children's evidence can all too easily be compromised by leading questions or repeated recital. **If you are in doubt seek support** (see point 5 below).

3. You may need to complete part of the forms used for Recording and Reporting Alleged Incidents of Child Abuse to Social Services (see Appendix 2), soon after your conversation with the student. It is useful to be familiar with the structure of these forms as a guide to what you need to know about a possible incident of abuse. Remember the forms may well form the basis of a report to other Child Protection Agencies and information may well be shared with parents, so be factual. Copies of the forms are held by The Child Protection Co-Ordinator.

4. Ensure the student is as comfortable and reassured as possible, with a friend or member of staff close by. Be discreet. Strict confidentiality should be maintained at all times.

5. Seek advice as follows, if you have not had the opportunity to do so earlier. Contact these staff (in printed order) as soon as you are able.

- a) The Child Protection Co-ordinator (Mrs C. Jones)
- b) The student's Learning Leader or Deputy Learning Leader
- c) The Senior Designated Professional (Mr. G Billington)
- d) The Head Teacher

6. If a student chooses to disclose abuse to you, that is an expression of trust in you. The Senior Leadership Team will respect that trust and will facilitate your continued support of the student including your attendance at a case conference, if this is an outcome of the investigation and you wish to attend. An experienced member of staff will accompany you if you have not attended a case conference before.

The School recognises that abuse disclosure can be very traumatic, distressing and stressful for you as well as the student. We will find the opportunity for you to talk over your experience and feelings with a senior member of staff with whom you feel comfortable, if you wish.

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POLICY A1 : APPENDIX 2: RECORDING FORM FOR SAFEGUARDING CONCERNS

Staff, volunteers and regular visitors are required to complete this form and pass it to G Billington or C Jones if they have a safeguarding concern about a child in our academy.

Full name of child	Date of Birth	Tutor/Form group	Your name and position in academy

Nature of concern/disclosure	
Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.	
Was there an injury? Yes / No	Did you see it? Yes / No
Describe the injury:	
Have you filled in a body plan to show where the injury is and its approximate size? Yes / No	
Was anyone else with you? Who?	
Has this happened before?	Did you report the previous incident?
Who are you passing this information to? Name:	Date:
Position:	Time:

Your signature:
Date:

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Action taken by SDP or CPC

Referred to...?

Attendance
Improvement
Officer

Police

School Nurse

Social Services

Parents

Other

Parents/carers informed? Yes / No (If No, state reason)

Feedback given to...?

Tutor

Pupil

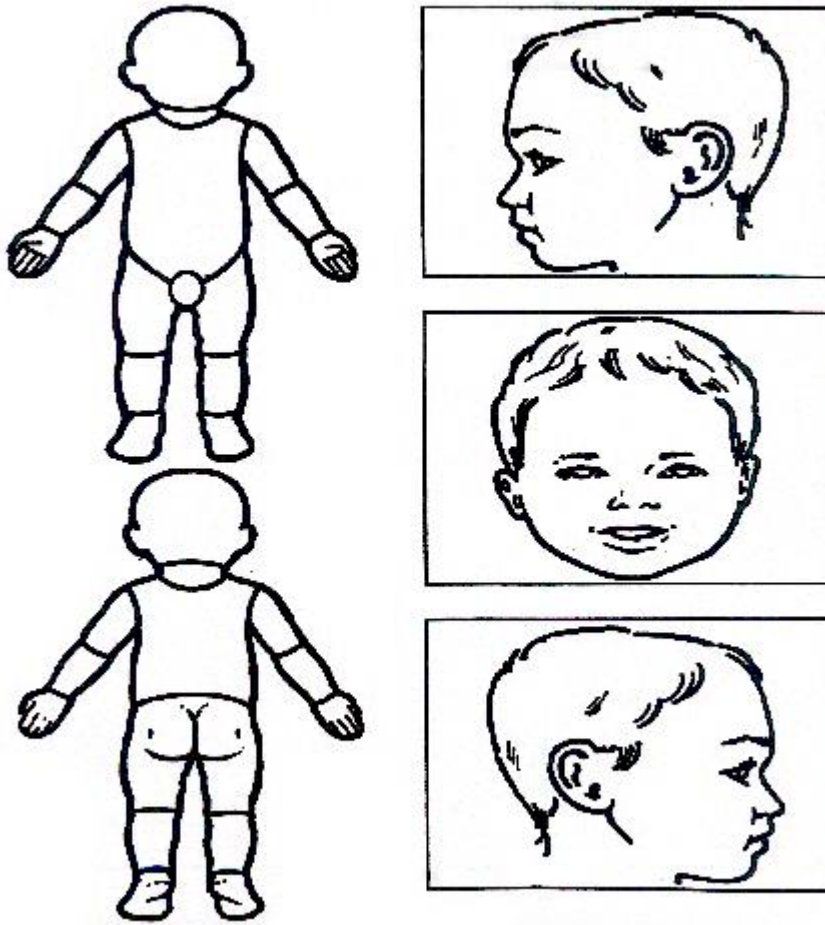
Person who recorded disclosure

Full name:

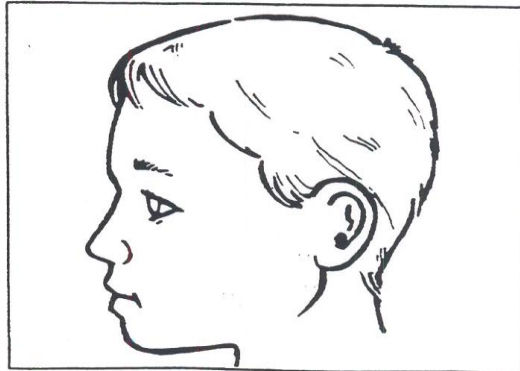
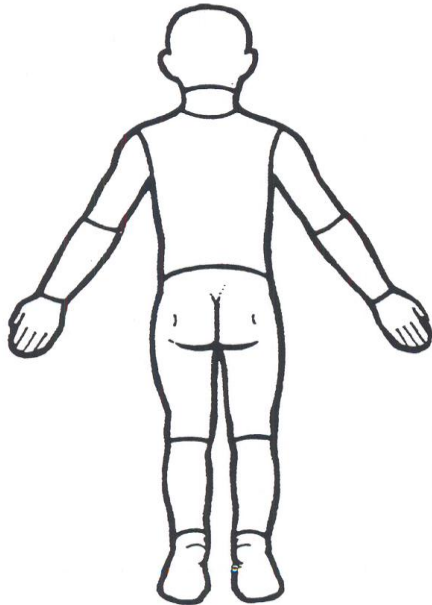
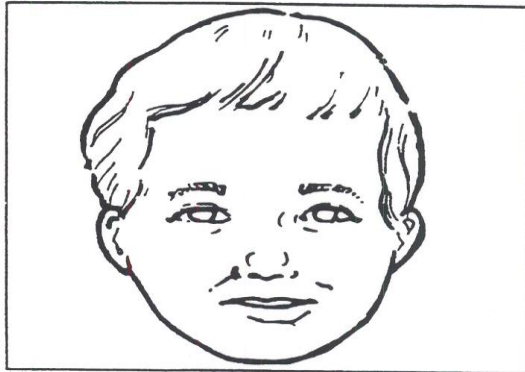
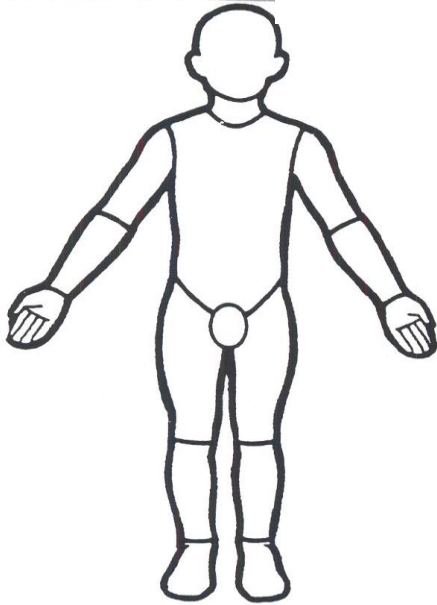
SDP/CPC Signature:

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Young Child



Older Child



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POLICY A1 : APPENDIX 3: SAFEGUARDING INDUCTION SHEET FOR NEW OR SUPPLY STAFF AND REGULAR VISITORS OR VOLUNTEERS.

We all have a statutory duty to safeguard and promote the welfare of children, and at our academy and we take this responsibility seriously.

If you have any concerns about a child or young person in our academy, you must share this information immediately with our Senior Designated Professional or Child Protection Co-ordinator.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from the staff room. Please ensure you complete all sections as described.

If you are unable to locate them ask a member of the academy office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Headteacher. If an allegation is made about the Headteacher you should pass this information to the Chair of the Governing Body.

The people you should talk to in school are:

Senior Designated Professional (G. Billington)
Contact Number: 02476 462634 x158

Child Protection Co-ordinator (C. Jones)
Contact Number: 02476 462634 x 156

At Woodlands Academy we strive to safeguard and promote the welfare of all of our children.