

### **What should I do if the alleged abuser is a member of school staff?**

If your concern is about a member school staff, parent or volunteer you should report this to the headteacher.

If your concern is about the headteacher, you should report such allegations to the Chair of Governors. Email: gov.cp@spellbrook.herts.sch.uk

### **How do I ensure my behaviour is always appropriate?**

Please ask the Headteacher, senior member of staff or the school leadership team for guidance regarding safer working practice.

The Department of Children's Services (DCS) have also produced guidance entitled 'Safer Working Practice for Adults who Work with Children and Young People in Education Settings' (2009) This publication can be found at: [www.hertfordshiregridforlearning.gov.uk](http://www.hertfordshiregridforlearning.gov.uk)

The school has a Child Protection Policy and a copy is available from the school office or the school website

### **Our School Vision**

Our vision is for Spellbrook C of E Primary School to be at the heart of the community, providing a wealth of learning opportunities for our children, our families and our staff.

We are a school that values individuality with a learning ethos where pupils and staff participate, excel and are proud of their achievements.

As a Church of England school, we aim to maintain a Christian ethos and promote the values of love, care and consideration of others whilst at the same time promoting an awareness and tolerance of a variety of cultures and beliefs in the world around us.

### **ALWAYS REPORT A CONCERN!**

**Designated Senior Person:**  
Jeremy Fisher—Headteacher

**Deputy DSP:**  
Sarah Cook

**Chair of Governors**  
Fay Clark

**Governor for Child Protection**  
Michelle Birch



## **QUICK REFERENCE GUIDE**

## **SPELLBROOK STAFF, PARENTS & VOLUNTEERS**

## **SAFEGUARDING CHILDREN**

Understand what is expected of you to help safeguard pupils within the school.

*Everyone in the education service shares an objective to help keep children and young people safe by;*

Providing a safe environment, identifying children and young people who are suffering or likely to suffer significant harm & taking appropriate action.



Information provided by Hertfordshire County Council

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## **Safeguarding Children – A quick reference for Spellbrook staff parents and volunteers.**

This leaflet is provided to enhance our induction procedures and help you to understand child protection and what is expected of staff member's, parents and volunteers while in the school environment.

Everyone in the education service shares an objective to help keep children and young people safe by; Providing a safe environment, identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action.

### **When should I be concerned?**

At any time you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

### **Identifying children who are likely to suffer significant harm.**

Harm to a child can be caused by;

- A parent/carer
- A family member/friend
- Another child
- A stranger
- A member of staff/volunteer

## **What should I do if a child discloses that s/he is being harmed?**

- Listen carefully to what is being said to you, do not interrupt
- Reassure the pupil that it is not their fault.
- Stress that it was the right thing to tell.
- Be calm, attentive and non-judgemental.
- Do make sure the child knows that they are right to tell you, but you will have to inform the Headteacher
- Write down an account of what was said using the child's own words
- Give your report to the school's Designated Senior Person (DSP) without delay

**To help you further,  
please follow the flowchart on this leaflet**

The information you may have may not be enough on its own for a child protection referral. It may though help your Designated Senior Person (DSP) to make a decision about risk or harm to the child.

## **What must I do?**

Recognise that you have a concern



Make a written record (using the child's own words) sign and date the statement/record



Respond - Inform Designated Senior Person/Deputy DSP without delay



Pass the record to the DSP/Deputy DSP