

Contact Information

Key contacts within School.

Designated Safeguarding Officer:

- Sally Lees, Assistant Head, 01242 235555 Ext 483

Deputy Designated Safeguarding Officer:

- Jules Godfrey, Deputy Head, 01242 235555 Ext 502

Designated Safeguarding Teachers

- Bev Dixon, Student Support Teacher Support Room Ext 454 Direct Dial 01242 229536
- Clare Lloyd, Student Support Worker Support Room Ext 451 Direct Dial 01242 229535
- Karen Heppleston, Work –related learning coordinator Ext 463, Business Studies Department Ext 449, Direct dial 229525
- Kevin Warren, Head of Year (Sixth Form) Ext 432, Direct Dial 229528

Nominated Governor for Safeguarding

- Allan Foulds, 01242 235555

Referrals:

Gloucestershire Safeguarding Children's helpdesk 01452 426565 childrenshelpdesk@gloucestershire.gov.uk

Opening hours 8am – 5pm

CEOPS (on line) www.ceop.police.uk

Gloucestershire Police 101

The **CHILDREN'S SAFEGUARDING SERVICE** is also able to provide advice and consultancy to educational settings and must be consulted within 24 hours whenever complaints, concerns or allegations of a child protection nature are made against a professional working with children (Allegations management):

Jane Bee , LADO (Local Authority Designated Officer) 01452 426994

Kath Whittaker, LADO (Local Authority Designated Officer) 01452 425107

Rebecca Muncaster, Allegations Management Co-ordinator 01452 426320

Referral into Children's Social Care

Where schools have **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a child or young person during office hours telephone 01452 426565

To make **URGENT** referrals **OUT OF OFFICE HOURS** telephone the Emergency Duty Team (EDT) 01452 614194 or if you believe a serious criminal offence has been committed please contact the Police at any time on **101**

For all **NON – URGENT** referrals and enquiries telephone 01452 426565

The Prevent Duty

The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff and governors to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk

Please note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.

OfSTED for concerns 0300 123 4666

HANDLING A DISCLOSURE

Receive	Reassure	React	Record	Refer	Reflect
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Remember you have a statutory duty under the Education Act 2002 to pass on any child protection concerns about the child.

RECEIVE

- If a child wants to talk to you, never ask them to come back later. Ask them what they want to talk to you about and, if you are concerned about their welfare, give them the time to speak to you.
- Never promise confidentiality, inform the child that you are happy to talk to them but if they tell you anything that you believe may be putting them at harm that you will have to talk to someone.
- Listen carefully to the child. Do not stop a child who is freely recalling information.
- Where a child is visibly upset or has an obvious injury, it is good practice to ask a child why they are upset or how an injury was caused, or respond to a child wanting to talk to you to help clarify vague concerns and result in the right action being taken.

REASSURE

- Ensure that the child is aware that they have done the right thing in talking to you and that they have not done anything wrong.
- If you have any concerns that the child has been, or is at risk of harm, you must tell them that you will speak to someone to get help.

REACT

- If you need to clarify information ask open-ended questions e.g. *"Is there anything you'd like to tell me?"*, *"Can you explain to me..."*, *"Can you describe to me..."*
- **Never** ask leading or suggestive questions e.g. *'Did he/she do anything that they shouldn't have done?'*
- **Never** ask 'accusing' questions e.g. *"Why didn't you tell someone earlier?"*
- **Never** criticise the alleged perpetrator, it may be someone that they will continue to live with.
- **Never** ask the pupil to repeat their disclosure for any other member of staff, it is your responsibility to share the information
- These four factors may compromise enquiries that need to be made later by children's social care or Police.

RECORD

- Make notes as soon as possible afterwards using the words that the child has used.
- Do not record your assumptions and interpretations, just what you heard and saw.
- Do not destroy original notes even if you later write things up more neatly and fully.
- Record the date, time and place of the disclosure.
- Sign any written records and identify your position in the school setting.

Do not ask a child to write and account or sign any of your documentation as this may compromise enquiries that need to be made later by children's social care or Police.

REFER

- Immediately inform the Designated Senior Person for child protection (insert details) or in their absence the Deputy Designated Senior Person for child protection (insert details) who will be responsible for following the appropriate procedures. In the absence of anyone being available in school, contact the Local Authority

REFLECT

- Ask yourself if you have done everything you can within your role. Refer any remaining concerns to the designated teacher, e.g. any knowledge of siblings in the school, or previous contact with parents. Dealing with disclosures can be difficult and disturbing; you should seek support for yourself via the support within your school or an alternative source but be aware of principles of confidentiality.

