



Safeguarding Children and Child Protection Induction Leaflet Guidelines for School Staff

This leaflet contains important and sensitive information for adults. **Please keep it in a safe place.**

The Designated Safeguarding Lead in our setting is Mr Carl Fitter with Holly Goddon, Caroline Gates, Rebecca Smajli, Nell McGill, Corinne Kerbey and Joanne Carlier as deputies.

These guidelines for staff in schools have been produced by the Education Safeguarding Service to provide information about child protection and the procedures that must be observed. All staff will read, understand and have a copy of Part 1 of Keeping Children Safe in Education (KCSIE) 2022 and Annex B. This is available online, on our website and on the Safeguarding section of the school TEAMS resource.

The protection of children in Kent is overseen by the Kent Safeguarding Children Multi-agency Partnership (KSCMP). You should be aware of and have reference to the Kent and Medway Safeguarding Children Procedures. This guidance is consistent with the DfE guidance 'Working Together to Safeguard Children' (2018). The online procedures manual can be found on the KSCMP website: www.kscmp.org.uk

The full extent of child abuse is not easily quantified. Research indicates that children are reluctant to report abuse, particularly if it is happening within their family. Abusers come from all walks of life; they may be parents, a trusted adult, a professional or another child.

Everybody who works with children has a duty to help protect them from abuse. All staff must know how to

recognise possible abuse both within the setting and externally. You should be familiar with the processes of recording information in your setting and making requests for support from the Front Door and referrals to the Police. Every school is required by the KCSIE 2022 to have a Designated Safeguarding Lead (DSL) and deputy(s) to ensure there is always someone available to discuss child protection concerns.

Physical abuse:

Can range from: over-chastisement, slapping with the hand, a belt, a stick or other object, to shaking, punching or throwing a child across the room. It can lead directly to neurological damage, physical injuries, disability or – at the extreme – death. Harm may be caused by the abuse itself and by abuse taking place in a wider family or institutional context of conflict and aggression. It also includes a parent/carer fabricating symptoms of or inducing illness in a child. Some physical abuse is reactive; some may be clearly premeditated with intent to cause harm.

Neglect:

Neglect is a pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter. It is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse. It may occur if a parent becomes physically or mentally unable to care for a child. A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a child safe or result in them prioritising buying drugs, or alcohol, over food, clothing or warmth for the child.

Sexual Abuse:

Is the involvement of a child or adolescent in sexual activities that s/he does not understand, cannot give consent to and which are not acceptable by in our society. This includes: inappropriate touching, taking of obscene photographs, producing/trading in indecent images of children (including via the Internet), as well as attempted or actual sexual intercourse; adverse effects may endure into

adulthood. Sexual abuse can be carried out by women and other children as well as men.

Emotional Abuse:

Ranges from rejection, refusing to show a child love or affection, making a child unhappy by continually belittling her/him or verbally abusing her/him. It has an important impact on a developing child's mental health, behaviour and self-esteem. It may also include developmentally inappropriate expectations including overly high expectations which the child cannot fulfil. Domestic abuse, adult mental health problems and parental substance misuse may be features in families where children are exposed to such abuse. Emotional abuse may occur by omission or commission and it is important the problems of or a child's parents do not obscure professional views of their child's emotional development. Serious bullying, causing a child to feel frightened or in danger may be regarded as emotional abuse.

Other Safeguarding Risks

Our staff are aware of a range of other safeguarding concerns, including: Child Sexual exploitation (CSE), Radicalisation and extremism (The Prevent Agenda) and Honour based violence (including Female Genital Mutilation). More information can be found within Keeping Children Safe in Education 2022.

Online Safety

The internet and related technologies provides wonderful opportunities for creativity, learning and communication; however, our setting recognises that there are also risks associated with this, including: sexual grooming, abuse and exploitation, cyberbullying and exposure to inappropriate material. Online Safety is viewed as part of our schools safeguarding role and responsibility. Members of staff are made aware of the schools online safety policy and procedures, including our acceptable use of technology expectations regarding communication and use of social media. Further advice regarding online safety can be found at: www.e-safety.org.uk.

Indicators of Abuse:

Child Abuse can present in many different ways; there

may be physical evidence, such as: marks, bruises or weight loss. Or there may be behavioural evidence, such as: reluctance to change for P.E, becoming aggressive or withdrawn, or a change in normal behaviour. You may also notice changes in a child's presentation, friendships or ability to concentrate etc. A child may choose to disclose abuse; this may be directly, by telling you what happened or indirectly, by telling friends or by asking for advice about a situation involving another person. Staff may also notice concerns and behaviour changes in adults within the setting, including, staff or parents/carers. We ask that you be curious, record and report anything which may worry you to the DSL.

What to do if you are concerned for a child:

Sometimes we may have unconfirmed worries about a child, but have little concrete evidence that abuse is taking place; this can leave us feeling unsure about how to proceed. There have been many cases where unconfirmed worries have turned out to be the tip of the iceberg. It is vital therefore, that even vague "worries" are recorded and passed on to the DSL at the earliest opportunity. The DSL will then be in a position to collate all known information, involve other agencies, and decide whether a further referral is required. Staff should record incidents or concerns in accordance with the school policy. We make use of an online system called CPOMS that all staff are given access to. All staff need to be confident in their capability in signing in and knowing how to make an effective record. We advise that staff should also speak to a DSL as well – but this does not remove the need to record the concern on CPOMS. The DSL will decide on what action is most appropriate and whether they should request support from the Integrated Front Door. To help him/her decide this, they may consult with the Education Safeguarding Service or the Front Door team. Although we would encourage staff to follow their normal child protection procedures, in certain cases, it may be appropriate for a member of staff to contact the Education Safeguarding Service or Children Social Work Service directly, regarding a safeguarding concern.

What to do if child makes an allegation of abuse:

Reassure the child that s/he is right to tell and is not to blame

- ✚ DO NOT promise not to tell anyone else; explain that you have to make sure the child is safe and may need to ask other adults to help you to do this
- ✚ DO NOT question the child; let her/him tell you what s/he wants to tell you and no more; s/he may need to have to disclose to a specialist later, and too much detail now may interfere with later investigations. When the child is finished, make sure they feel secure and explain what you are going to do next
- ✚ Write down notes, including the date and time of the disclosure and sign them; record as much as you can remember, using the child's own words.

Requesting support from the Integrated Front Door

If a child or family needs support/intervention from Early Help or Children Social Care, the DSL will ensure that a Request for Support Form is [completed as appropriate](#). [These can be downloaded from the Child Protection and Safeguarding web page: www.kelsi.org.uk or www.kscmp.org.uk](#)

Concerns about a member of Staff:

When an allegation is made against a member of staff, the Headteacher/Chair of Governors must consult with the Local Authority Designated Officer (LADO) who will help to determine how the matter is to be investigated. The LADO is responsible for ensuring that allegations are managed in a proper way. The LADO can be contacted on 03000 410 888

Preventative work in the classroom:

Our pupils need to learn how to keep themselves safe and how to report concerns. Various elements can be incorporated into everyday teaching, including issues around safe use of the internet, touch, secrets, positive and healthy relationships, British Values, self-esteem, assertiveness and feelings and emotions. The school makes use of JIGSAW to teach an effective PSHE curriculum across all year groups.

Useful names and contacts:

Carl Fitter

headteacher@wouldham.kent.sch.uk

Holly Goddon

hgoddon@wouldham.kent.sch.uk

Corinne Kerbey

ckerbey@wouldham.kent.sch.uk

Joanne Carlier

jcarlier@wouldham.kent.sch.uk

Rebecca Smajli

rsmajli@wouldham.kent.sch.uk

Caroline Gates

cgates@wouldham.kent.sch.uk

Donella McGill

dmcgill@wouldham.kent.sch.uk

Integrated Front Door

Tel no: 03000 41 11 11

Out of hours: 03000 419191

Area Safeguarding Advisor (Education)

Gemma Willson

Tel No: 03000 41 22 84

gemma.willson@theeducationpeople.org

**Education Safeguarding
Service HQ**

03000 415788

**Maidstone, Tonbridge &
Malling, Tunbridge Wells
Education Safeguarding
Advisor (Online Protection)**

03000 412284

03000 415797



School CPOMS access at:

<https://wouldhamas.cpoms.net/>