



Safeguarding Information for parents

Our school recognises our moral and statutory responsibility to safeguard and promote the welfare of students. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and will follow our procedures to ensure that children receive effective support, protection and justice.

We have put together some information about how we meet our safeguarding and child protection responsibilities.

We help to keep students safe by:

- Having an up to date child protection policy
- Having other safeguarding policies, such as anti-bullying and internet safety
- Checking the suitability of all our staff to work with children
- Encouraging students to tell us if something is wrong
- Adhering to health and safety regulations
- Training all our staff to recognise and respond to child welfare concerns
- Appointing a designated person who has additional training in child protection
- Working in partnership with parents and carers
- Sharing information with appropriate agencies if we have concerns
- Managing and supporting our staff team

Concerns about a child may come to our attention in a number of ways:

- A member of staff may notice physical or behavioural signs of possible abuse
- A child may make a disclosure to a trusted adult in school
- Another adult/child may relay concerns about a child

IF YOU ARE CONCERNED ABOUT THE SAFETY OR WELFARE OF YOUR CHILD, YOU CAN ASK FOR ADVICE OR REPORT YOUR CONCERN TO:

MR S WILLIAMS (HEADTEACHER AND DESIGNATED PERSON FOR CHILD PROTECTION) 0151 334 4348

MRS A PARSONAGE (DEPUTY HEADTEACHER AND DEPUTY DESIGNATED PERSON) 0151 334 4348

CHILDRENS SOCIAL CARE 0151 606 2008 / 0151 677 6557 (OUT OF HOURS)





What we will do if we receive a disclosure from a child

- **Receive**
- **Reassure**
- **Respond**
 - Listen carefully and keep calm
 - Give time and attention
 - Spontaneous account and clarity
 - Don't promise confidentiality
 - Do not investigate
 - Empathise
 - Reassure
 - Recording is essential
 - Explain what you will do next
 - Tell your manager/make referral
- **Record**
 - Time, date, place, persons present
 - The child's words as accurately as possible
 - Facts, observations and allegations (not opinion or interpretation)

All records of this nature are kept separate from your child's general school file, in a locked cabinet. The only staff who have access to the records are those who need to know about the concerns in order to protect and support your child.

