

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

If your concern is about a staff member or volunteer, you should report this to the Executive Headteacher or Head of School. If your concerns are about the Head of School, Executive Headteacher or Chair of Governors, please contact MASH for advice. Contact details can be found on the back of this leaflet.

How do I ensure my behaviour is always appropriate?

Please ask a member of the Senior Leadership Team for school guidance regarding Safer Working Practice. The DCSF have also produced guidance entitled “**Keeping Children Safe in Education, September 2016**”

Safeguarding is everybody’s responsibility – if the school DSL/DDSL is unavailable please contact MASH (multi-agency safeguarding hub)

0345 155 1071

Emergency Duty Team (Out of hours)

0845 6000 388

CONTACTS

Our federation has a Child Protection Policy and a copy is available on request at the school office or on any of the school websites.

In line with this, regardless of the source of harm, you **MUST** report your concern.

Executive Headteacher:

Steve Mellor

Heads of School:

Chittlehampton – Wendy Evans

Copplestone – Angela Urquhart

Copplestone Pre-School – Lindsey Carpenter

Filleigh – Michael Wright

Spreyton – Martin Marriott

Designated Senior Leads for Safeguarding are the Executive Head – Steve Mellor – and the Heads of School (see above)

Deputy DSLs are:

Any other Head of School or the Executive Head

Contact your DSL/DDSL on:

Chittlehampton School: 01769 540286

Copplestone School: 01636 84265

Filleigh School: 01598 760295

Spreyton School: 01647 231321

DMF Chair of Governors is:

Mrs. Jayne Hooper

Safeguarding Lead is:

Mrs. Elizabeth Orme

Contact either via the Clerk on:
clerk@filleigh-primary.devon.sch.uk



Safeguarding Children

Quick Reference for School Staff, Volunteers and Visitors

This leaflet has been given to you to make sure you understand what is expected of you.

Please seek advice from your **Senior Designated Lead** for Safeguarding if you are unclear about anything in this leaflet and keep it in a safe place.

- We ask that your mobile phone/device is switched off and stored in a bag.
- If in the event you do need to use your mobile phone or camera enabled device, then please do so in an area that is not accessed by the children, this includes corridors. Such places could be in one of the offices or in the staff room.
- Do not take pictures, videos or sound recordings of any pupil unless you have sought permission from the school.
- If you are working with a child, please ensure the child’s class teacher is aware of this, where you are working and approximately for how long.
- When working with a child, please do so in a space that is open, or has an open door or is visible by others through a window.



Chittlehampton C of E Primary School
Copplestone Primary School
Filleigh Primary School
Spreyton Primary School

When and what might I be concerned about?

At any time you may be concerned about information which suggests a child is being neglected or experience 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.

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 disclosed that s/he is being harmed?

1. Listen

Listen carefully to what is being said to you, do not interrupt.

2. Reassure

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non-judgmental. Do not promise to keep what is said a secret. Ask non-leading questions (TED) to clarify if necessary:

Tell me more ...

Explain that to me...

Describe what happened ...

Then follow the steps in the flowchart on the right

The information you have may not be enough on its own for a Child Protection referral, however, it will help your Designated Senior Lead to make a decision about risk of harm to the child.

What must I do?

