



Ark Boulton
Academy

“Growing together, reaching higher”

**SAFEGUARDING:
REPORTING CONCERNS
PROCEDURE FOR STAFF**

2016 - 2017

Please note: this procedure should be read and implemented in conjunction with the Academy's Safeguarding Policy.

The matter of child protection and safeguarding is taken very seriously. Staff must be watchful for signs of abuse:

- Physical.
- Sexual.
- Emotional.
- Neglect.

Any member of staff who has concerns about a pupil should share them with the Designated Senior Lead(s) as soon as possible. In their absence the deputy DSL should be contacted. In their unlikely absence another senior member of staff should be contacted.

Any signs of physical injury should be reported to the DSL who may arrange for the Health and First Aid Coordinator to see the pupil. In the event of a pupil being about to disclose what you think may be abuse, the following procedures must be followed:

- Try to bring in the DSL immediately. If this is not possible either because he or she is unavailable or because the pupil does not wish it.
- Find somewhere private if possible.
- On no account promise confidentiality before you know what you are going to be told. Make clear you may have to tell someone else if the child is being hurt or is at risk of being hurt.
- Listen carefully, remain calm, and take what is said seriously.
- Reassure:
 - They are not to blame for what has happened, but make no judgemental comments about the abuser.
 - They are right to tell.
- Do not enquire into details of the abuse. Do not ask leading questions. Listen and once the basic facts are established, and the pupil has said all she wants to say, explain what will happen next.
- Contact the DSL or the deputy who will then speak to the child themselves and contact whatever other agencies necessary.
- As soon after the interview as possible, make notes, sign and date them. The disclosure should be recorded on the appropriate form. These notes should:
 - Be specific.
 - Distinguish fact from opinion.
 - State the action you took.
 - Note any statement made by the child.
- Place these notes in the pupil's file. If a child comes to school with an injury ask how it happened, but do not use leading questions. If first aid is needed it should be given. Do not attempt a detailed examination. If a child wants to show injuries, take them to the DSL. If s/he (or another senior member of staff) is not available, then bring in another colleague as a witness.

Procedure

All staff follow the Child Protection Procedures which are consistent with 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education'.

It is not the responsibility of academy staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff have a duty, however, to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the Designated Safeguarding Lead prior to discussion with parents or other agencies.

Issues that require immediate reporting by staff:

- Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
- Any explanation given which appears inconsistent or suspicious.
- Any behaviour which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play).
- Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment.
- Any concerns that a child is presenting signs or symptoms of abuse or neglect.
- Any significant changes in a child's presentation, including non-attendance.
- Any hint or disclosure of abuse from any person.
- Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present).

Procedure for Reporting Safeguarding Concerns

Concern that a child may be at risk of:

- Abuse (physical, sexual or emotional) or neglect.
- Forced Marriage.
- Female Genital Mutilation.
- Extremism.



DO NOT:

- Investigate or ask leading questions if seeking clarification.
- Make assumptions or offer alternative explanations.
- Promise confidentiality but assure that information will only be shared on a 'need to know' basis.



DO:

- Clarify, where necessary, with the student where ambiguous information is being provided, bearing in mind the points above.
- Complete a Safeguarding Incident Referral Form providing as much information as possible – these can be found in the staff room.
- At the earliest opportunity, give this directly to the Designated Safeguarding Lead (Val Russell DF10) or the deputy DSL (Rebecca Temple – Vice Principal's Office).



Designated Safeguarding Lead, Val Russell, will then:

- Speak to the child for clarification, if necessary.
- Discuss the issue with senior members of staff, if appropriate.
- Contact parents, where appropriate and safe to do so.
- Speak to professionals already involved with the child.
- Seek advice from MASH team, if appropriate and necessary.
- Follow their advice regarding the next step to ensure the safety of the child.
- Feedback to staff, as appropriate, bearing in mind issues of confidentiality.