

## **SAFEGUARDING CHILDREN PROCEDURES**

As a visitor to our school, as a contractor, volunteer or someone who has come to work with children in any other capacity, it is important that you are aware of our Safeguarding children procedures.

- Our Designated Safeguarding leads are Mrs Shelley Bennett (Head Teacher) and Mrs Smith (Deputy Head Teacher). If you cannot locate either of these, please refer any concerns to the class teacher.

### **There are four categories of abuse**

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

### **What to look out for**

Anything that is unusual for a child. Are they being unusually quiet or unusually loud? Do they have a bruise or mark? Are they upset for seemingly no reason? Are they vacant and removed? Have they said something unusual?

## **Disclosure by a child**

If you are approached by a child wanting to talk, you should listen positively and reassure the child. DO NOT PROMISE THEM THAT YOU CAN KEEP THIS A SECRET.

Whilst this can often be a difficult situation, it is important not to let the moment pass - for every child that does finally disclose information, evidence shows that they have usually tried unsuccessfully up to 12 times before.

### **Helping a child when abuse of disclosed:**

- Be prepared to listen
- Do not show distress
- Stay calm and controlled
- Do not make false promises
- Do not promise confidentiality
- Let the child know it was not their fault
- Be aware of your own feelings and find comfort afterwards
- Reassure the child they were right to tell you
- As soon as possible, write a first-hand account of what was said and done

- Make the child aware that what they have said will be reported to only those people who can help them
- DO NOT QUESTION THE CHILD FURTHER. A child can only be questioned once.

Please also remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to the designated Safeguarding lead.

### **If you have concerns about a child's welfare**

- Speak to the Designated Safeguarding lead (Mrs Bennett or Mrs Smith)
- Share your concerns – facts only
- You may be asked to make a written account of these – you would be provided with help to do this

**IT IS IMPORTANT YOU DO NOT FEEL AFRAID ABOUT PASSING ON YOUR CONCERNS. THE INFORMATION MAY BE A SMALL PIECE IN A BIGGER JIGSAW. ANY CONCERNS, HOWEVER SEEMINGLY TRIVIAL,**

**SHOULD BE PASSED ON TO THE  
DESIGNATED SAFEGUARDING LEAD.**

**Once you have passed on your  
concerns**

You must do two main things after sharing concerns about a child's welfare.

1. Ensure your concerns remain confidential. Do not discuss the details with anyone else or share the disclosure made.
2. Ensure you look after yourself. Dealing with child abuse can be distressing. It is important you discuss your feelings after the event.

John T. Rice Infant and Nursey School have a Whole School Child Protection policy that is updated every year. This can be found on our website:

<http://johntrice.notts.sch.uk/>

or you can request a copy from the school office.

**If you have any questions  
around Child Protection  
please do ask. Thank you  
for taking the time to read  
this information leaflet.**

**JOHN T. RICE INFANT  
AND NURSERY SCHOOL**

**SAFEGUARDING  
CHILDREN  
PROCEDURES**

**An information leaflet  
for volunteers and  
visitors to the school**

