

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 experiencing 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.

Safeguarding Role of School Staff

Recognise	✓
Respond	✓
Record	✓
Investigate	✗
Attempt to resolve	✗

What should I do if a child discloses 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-judgemental.

Do not promise to keep what is said a secret.

Ask non-leading questions to clarify if necessary:

Tell me more...

Explain that to me...

Describe what happened....

Then follow the steps in the flowchart to the right.

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

What must I do?

Recognise your concern



Respond
inform DSL / Deputy DSL
without delay (or Head Teacher/ Chair of Governors where appropriate)



Record
CPOMS - if you have been given access to Beam's CPOMS use it.

Otherwise, use "Child Protection - Cause for Concern Form" from the person you inform (using the child's own words), **complete it, sign it, date it and pass it back.**

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

All concerns of poor practice or possible child abuse by colleagues should be reported to the Headteacher.

Complaints about the Headteacher should be reported to the Chair of Governors.

Whistleblowing helpline - for staff who feel unable to raise concerns about safeguarding practices or issues internally.

Whistleblowing Advice Line
Call 0800 028 0285
Email help@nspcc.org.uk

Staff may also report their concerns directly to children's social care or the police if they believe direct reporting is necessary to secure action.

Local Authority Designated Officer
(**Mike Cullern** – Phone: 0208 227 3934)

CONTACTS

The school has a Child Protection and Safeguarding Policy and a copy is available on the school website

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

The designated safeguarding lead (DSL) is Gary Anderson – Assistant Headteacher
ganderson2.301@bdcs.org.uk
tel: 020 8270 4703

The **deputy designated lead** is Mrs Deon McKenzie
dmckenzie@beam.bardaglea.org.uk

The **Headteacher** is Tracey Whittington
TWhittington@beam.bardaglea.org.uk

The **early support safeguarding team** member is Diane Huskie - Parent Support Advisor
DHuskie@beam.bardaglea.org.uk

The **Chair of Governors** is Miss Sevim Ekmekci

The **nominated child protection and safeguarding governor** is Mrs Pearl Kowlessar-Manoo

All of these people can be contacted by talking to someone in the school office on 020 8270 4700

**SAFEGUARDING
CHILDREN
QUICK REFERENCE GUIDE**



Keeping our pupils, staff and visitors safe is very important to us.

If you become aware of anything that causes you concern please contact the Designated Safeguarding Officer (DSO) via reception as soon as you can.

This leaflet has been given to you to make sure you understand what is expected of you. Please seek advice if you are unclear about anything in this leaflet and keep it in a safe place.