

How do I ensure my behaviour is always appropriate?

You should always follow the guidance and requirements set out in the Trust's Code of Conduct.

Please ask a member of the Senior Leadership Team for further guidance regarding Safer Working Practice.

If you believe your conduct may have fallen short of the expected standard, or could be misinterpreted, you should always self-report to the Headteacher.

What if I have concerns about the behaviour of a colleague?

The Trust operates a Low Level Concern Policy where staff should report any colleagues whose behaviour is inappropriate or makes them feel uncomfortable to the Headteacher.

CONTACTS

The Trust has a Safeguarding & Child Protection Policy and a copy is available on your school's website. All policies are available through the internal intranet page. In line with this, regardless of the source of harm, you **MUST** report your concern.

Your Headteacher is: Louise Woffendin

Your DSL is: Huma Raza

Your Deputy DSL is/are:

Louise Woffendin

Sofia Yaqub

Emma Regan

The Chief Executive Officer is:

Michael Thorp - ceo@paymat.org

The Safeguarding Trustee is:

Deirdre Bailey - d.bailey@paymat.org

LADO - Local Area Designated Officer:

LADO@bradford.gov.uk

01274 435600

Keeping Children Safe in Education

The latest version of this publication can be found at: www.gov.uk

Guidance for Safer Working Practice

The latest version of this publication can be found at www.saferrecruitmentconsortium.org



Safeguarding Prompt for New Staff

Lidget Green Primary School

Everyone in Pennine Academies Yorkshire shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment;
- identifying children and young people who are suffering or likely to suffer significant harm; and
- taking appropriate action.

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

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

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.

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 discloses that s/he is being harmed?

Listen

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

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 (TED) to clarify if necessary:

Tell me more...

Explain that to me...

Describe what happened....

Then follow the steps in the flowchart to the right.

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

If your concern is about a staff member or volunteer, you should report this to the Headteacher. If your concern is about the Head teacher, you should report such allegations to the Trust CEO. Contact details can be found on the back of this leaflet. Alternatively, if concerned about the Headteacher or CEO, you can report to the Safeguarding Trustee or the LADO.

What must I do?

RECOGNISE your concern



REPORT - inform your DSL/Deputy DSL (or Headteacher/Trust CEO where appropriate)



RECORD the disclosure (ideally on CPOMS) as soon as possible.

Note the day/date/time of the disclosure.

Use the child's own words.

Only record the FACTS.

Do not make any judgements or add opinions.

Do not investigate yourself.



If recording the disclosure on paper, print and sign your name and date it. Pass the written record of the disclosure to the DSL/Deputy DSL.



REFER - remember that any member of staff can refer a child to Children's Social Care but you must check the guidance around consent with the DSL first.