

## All children have the right to grow up safe from harm

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the person who gave it to you if you are not clear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in your school, you must report this to the Designated Safeguarding Lead in your school.

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### Please read this leaflet alongside the Safeguarding and Child Protection Policy and Procedures and its associated appendices:

- Safeguarding and Child Protection Policy and Procedures
- Appendix 1: The Management of Safeguarding
- Appendix 2: Staff Code of Conduct\*
- Appendix 3: Safeguarding and Promoting the Welfare of Children: Quick Reference Guide
- Appendix 4: Record of Concern
- Appendix 5: Working to Eliminate Risk
- Appendix 6: Indicators of Harm
- Appendix 7: Whistleblowing Policy\*
- Appendix 8: Safer Recruitment\*
- Appendix 9: Front Hall Notice
- Appendix 10: Non-Collection Procedure
- Appendix 11: Children Missing in Education
- Appendix 12: Extra guidance on Prevent duties

- Appendix 13: Extra guidance on sexual imagery
- Appendix 14: Notice for staff toilet doors

*\*not available publicly – only on staff network*

### USEFUL CONTACTS

Please phone the School Office on 020 7723 8700 or [a.jauregui@abercornschool.com](mailto:a.jauregui@abercornschool.com) for further contact details of the below. Alternatively, refer to the School's Safeguarding Policy.

#### Designated Safeguarding Lead:

Headmaster, Christopher Hammond

#### Deputy Designated Safeguarding Lead for Senior School:

Deputy Head, Laurence Séguier

#### Deputy Designated Safeguarding Lead for Upper School

Deputy Head, Maria Casey

#### Designated Safeguarding Lead for Lower School and Early Years:

Deputy Head, Rebecca Stewart

#### Chair of the Board: Mr John Clarke

#### Designated Governor for Safeguarding:

Mrs Andrea Greystoke

Please contact the Bursar who will make Board details available to you.

*A comprehensive list of further contact details can be found in the Safeguarding and Child Protection Policy*



## ABERCORN SCHOOL

### SAFEGUARDING ADVICE FOR PERIPATETIC TEACHERS

Updated	Review Date	Version
September 2022	September 2023	2022.03

***Please help us all to safeguard the children in our care by following the guidelines in this leaflet***

### **Who is responsible for Safeguarding?**

All those who come into contact with children through their everyday work, have a duty to safeguard and promote the welfare of children. Education Staff are required by law to share information with Social Workers, Police and others to keep children safe.

### **Which children need protection?**

Children and young people (under 18) who are suffering or are likely to suffer 'significant harm,' at home or elsewhere. This may involve physical, sexual or emotional abuse, or persistent neglect, likely to result in the serious impairment of the child's health or development.

### **How should I react if a child discloses that she is being harmed in some way?**

- Listen to the child, and reassure them. Take what they tell you seriously; children rarely lie about such matters.
- Explain that you can't keep the information secret, but must pass it on to others who are in a position to help to stop the abuse.
- Don't interrogate the child and be careful not to ask leading questions.
- Try to convey to the child that they are not to blame for what has happened, though at the same time avoiding criticising the abuser.
- Don't make promises that you can't keep, but tell the child what you are going to do.

### **What should I do next?**

Discuss your concerns that day with the Designated Safeguarding Lead (Christopher Hammond) or DDSL (Laurence Séguier, Maria Casey or Rebecca Stewart). They will decide whether the concerns are sufficiently serious to make a referral to the Local Authority, the Local Authority Designated Officer for Child Protection or the Police.

### **What else might I notice if a child was being abused?**

A child experiencing abuse may show marked changes in their ability to concentrate, their demeanour, etc. If you notice such changes in a child, you should discuss your concerns with the Designated Safeguarding Lead, as above.

### **What if the alleged abuser is a member of staff at the School?**

You should report such allegations to the Head. If the allegation were about the Head, you should contact the Chair of the Board or the designated Safeguarding Governor for the School who will contact the Chair.

### **Recording your concerns**

Find the Designated Safeguarding Lead as soon as possible and give the information to them or to one of the other named persons. If possible use your CPOMS account to fill in an incident form, but do not delay making a written record if you are unable to access a device.

Always make a clear, written account of any Safeguarding concerns you may have, making sure that you identify the child, giving full name and date of birth (if possible). As far as possible, record the actual words used by the child. Pass your account to the Designated Safeguarding Lead.

### **What should I do to make sure no false allegations are made about me?**

Teaching children one-to-one leaves you vulnerable to accusations. Be especially careful about touching pupils, always seeking their permission first, and never touching the chest area or the legs. If you feel at all uncomfortable with a particular pupil, arrange to teach them in a room where the lesson can be observed, and discuss your concerns with the Designated Safeguarding Lead.

Never make arrangements to meet a pupil on their own in addition to their normal lesson time without the agreement of school staff or the pupil's parents. Do not take photographs, contact by telephone, exchange emails or text messages with pupils. Do not arrange to give children lifts in your car without prior permission from the Head. Avoid being over-familiar, as this can easily be misinterpreted by a young person.

Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.