

## 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*

*\*\*there are two versions of this appendix – one for staff with SLT contact details, and one for the public omitting these details*

## USEFUL CONTACTS

Please phone the School Office on 020 7723 8700 or [a.jauregui@abercornschoo.com](mailto:a.jauregui@abercornschoo.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 and Procedures Appendix 10: Non-Collection Procedure Staff Document and Appendix 15: safeguarding team contact details.*



## ABERCORN SCHOOL

# SAFEGUARDING ADVICE FOR NON-TEACHING STAFF WORKING IN OUR SCHOOL

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***

### **What are my responsibilities as a member of the Non-Teaching staff?**

All those who come into contact with children through their everyday work have a duty to safeguard and promote the welfare of children. At Abercorn School, you will find the up to date Safeguarding and Child Protection Policy and Procedures document in the Teacher Shared area folder – Policies.

### **Am I allowed to get to know the children personally?**

If you work in our school, you may get to know some of the children, and a few of them may talk to you a lot, and treat you as a friend.

To protect yourself and the children, you should remember the following:

- If you are in a room alone with a child, make sure that the door is open.
- If you find that a child seeks you out to talk to you on a regular basis, you should let your supervisor or the Head know.
- Never touch a child.
- Never exchange phone numbers or agree to contact a child who you have met through your work in school.
- Never take photographs, make telephone calls to, exchange emails or text message with pupils.

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.

### **How would I know if a child was being harmed?**

Young people will sometimes tell an adult if they are being harmed. They might tell you, for example, that their mum had hit them, or that they are very frightened of their grandad when he is drunk. Or they could tell you that they are being bullied at school, or even that an adult in the school was treating them badly.

It is also possible that you might notice something that made you think a child might be being harmed at school.

If you think that a child may be being harmed, you must not keep it a secret, even if the child asks you to. You have a duty to pass the information on to protect the child in the future. You won't get into trouble if you do.

### **If you are worried that a child in our school may be being harmed, you must:**

- Tell Christopher Hammond, Laurence Séguier, Maria Casey or Rebecca Stewart because they are the teachers responsible for Safeguarding, as soon as you can. If they are not available, speak to your supervisor who will tell one of the above.
- Write down the things that are worrying you, including the child's name (if you know it) or as good a description as you can give of the child. If a child has told you that they are being harmed, write down exactly what they said. Write your name and the date at the bottom. Give this to Mr Hammond or one of the other designated persons as a matter of urgency.
- 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.