

## **QUICK GUIDE FOR TEACHERS AND OTHER STAFF**

☐☐ All staff in schools and other educational establishments are bound by law to help protect children (under the age of eighteen years) from abuse.

☐☐ If you suspect to any kind of abuse or serious bullying, you must immediately share your concerns with your Child Protection Co-ordinator.

☐☐ The name of your Child Protection Co-ordinator is Maureen Walden.

☐☐ All staff will make it clear to any child disclosing information that they cannot guarantee confidentiality, but they will only pass the information on to the people that can help them.

☐☐ Information concerning children at risk will be shared on a 'need to know' basis. The designated person will make a judgement in each individual case about who needs and has a right to access particular information.

☐☐ Where there are concerns about a child, a teacher may be asked to keep a log of observations. This

will be kept securely, separately from general accessible pupil and class records.

☐☐ All records are subject to the Freedom of information Act (2000) and the Data Protection Act (1998).

If there is any doubt as to the rights of any party to access information we may seek legal advice prior to releasing information.

## **WHAT SCHOOL STAFF SHOULD DO TO PROTECT CHILDREN FROM ABUSE**

☐☐ Make sure you have a basic understanding of these procedures, especially the following information.

☐☐ Ask your Child Protection Coordinator about basic training in child abuse awareness, which may be held in school or at multi-disciplinary courses.

☐☐ If you receive information about a child which gives you cause for concern, discuss it immediately with your Child protection Coordinator. This would include risk of abuse in setting outside school or family such as out of school club, private tuition etc.

☐☐ If a child tells you that he or she is being ill-treated, bullied in any way you should: -

### **LISTEN CAREFULLY**

☐☐ Try not to look shocked or disbelieving;

☐☐ Accept what is said without suggesting alternative explanations;

☐☐ Ask open questions such as "Is there anything else?" "Yes?" "And?"

☐☐ Avoid leading questions such as "What did he do next/" or "Did he touch your private parts?"

### **TAKE NOTES**

☐☐ Jot down date, time, facts, observations, especially any physical marks and, if possible, what the child actually said to you.

☐☐ Draw a diagram of any bruises or other marks.

### **REASSURE**

☐☐ Say that you will help if you can;

☐☐ Reassure by saying "You are not to blame";

☐☐ Explain what will happen next and reassure the child that you will keep in touch with him/her and that

you will be available to talk if he/she wishes.

### **DO NOT**

☐☐ Do not make promises that you can't keep;

□□ Do not promise confidentiality. If a child needs protection you have a duty to pass on the information;

□□ Do not; if possible; ask the child to repeat their story to another member of staff. Any further investigation should be left to people who are trained;

□□ Do not criticise the alleged abuser, since the child may have very confused feelings about him/her

### **GET HELP**

□□ Firstly, for the child, by contacting your Child Protection Co-ordinator;

□□ Also, for yourself, especially if you feel upset by any disclosure