Child Protection Summary for *all* Visiting Professionals

Cheselbourne Village School

To be read and signed by all visitors working with children in our school please.

As an adult working directly with children in this school you have a duty of care towards all pupils. This means you must act at all times in a way that is consistent with their safety and welfare.

It is your responsibility to keep your child protection training up to date; you might be asked for evidence of this.

You must follow the principles of safer working practice, which include use of technology – on no account should you contact or take images of pupils on personal equipment, including your mobile phone.

If the behaviour of another adult in the school gives rise to concern you must report it to the Headteacher.

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead (DSL**) Mr Chris Perry** (Headteacher) or the Deputies **Mrs Helen Hockham** (EYFS/KS1 Teacher) or **Mrs Emma Collett** (KS2 Teacher).

The following is not an exhaustive list, but you might become concerned as a result of:

- Seeing a physical injury which you believe to be non-accidental.
- Observing something in the appearance of a pupil which leads you to think his/her needs are being neglected.
- A pupil telling you that s/he has been subjected to some form of abuse.

In any of these circumstances you must write down what you observed or heard, date and sign the account and give it to the DSL or a Deputy.

If a pupil talks to you about (discloses) sexual or physical abuse you:

- Listen carefully without interruption, particularly if s/he is freely recalling significant events.
- Only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the pupil in any way so should only ask 'open' questions.
- Make it clear you are obliged to pass the information on, but only to those who need to know.
- Tell the DSL or Deputy without delay.
- Write an account of the disclosure as soon as you are able (definitely the same day), date and sign it and give it to the DSL.

Do not ask the pupil to repeat the disclosure to anyone else in school, ask him/her or any other pupil to write a 'statement', or inform parents. You are not expected to make a judgement about whether the child is telling the truth.

Date:_____ Name:_____

Purpose of Visit:_____ Signed: _____

Remember – share any concerns, don't keep them to yourself!