**

**HEBDEN GREEN COMMUNITY SCHOOL**

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| **SAFEGUARDING PROCEDURE** | | | |
| **Date** | **Review Date** | **Designated Lead** | **Nominated Governor** |
| **September 2023** | **September 2024** | **Stacey Sawicki** | **Ashley Roberts** |

All adults working with or on behalf of children have a responsibility to safeguard them.

**What is abuse?**

A child is who is abused is said to be suffering or at risk of suffering from significant harm due to a deliberate act or failure to act to provide proper care or a combination of both these.

Children with disabilities are more likely to be abused than their peers

**Who are the abusers?**

Parents, carers, other adults (including professionals working with the child) or other pupils

**Types of abuse**

The four categories of abuse are **physical, neglect, emotional and sexual**

**What to do if you suspect abuse**

* Follow school procedures (full policy in the staff handbook)
* See, Listen, Believe, Act
* Take it seriously; keep it confidential
* Immediately Inform and discuss with one of the Designated Safeguarding Lead/Safeguarding Team (see below)
* Complete a record of your actions on CPOMS or, if you do not have access to CPOMS, a Cause for Concern form and share with the DSL.

**Do not**

* Jump to conclusions
* Force a child to disclose
* Suppose that parents/carers/colleagues are not part of the abuse – if you suspect a colleague you must inform a member of the SLT immediately

**If a child makes a disclosure**

* Listen carefully and remain calm
* Use TED ‘**T**ell me about, **E**xplain that to me, **D**escribe that’
* Do not ask leading questions
* Reassure the child but do not promise not to tell anybody else – ‘you have to tell to get help’
* Record carefully what has been said during the discussion or as soon as possible afterwards
* Ensure you speak to a member of the safeguarding team immediately

**Recording a concern**

* As a teacher record concerns on CPOMS using the category ‘Safeguarding’ and sub category ‘Cause for Concern’ this will create an inhouse safeguarding referral to the Designated Safeguarding Lead
* If you do not have access to CPOMS complete a yellow Cause for Concern form, located in across the school, and return forms to the Designated Safeguarding Lead
* Pass on an immediate concern to the safety of a child directly to the Designated Safeguarding Lead or a member of the Safeguarding team

**ALL INFORMATION MUST BE PASSED TO THE DESIGNATED STAFF – YOU SHOULD NOT DEAL WITH SUSPECTED CHILD ABUSE ON YOUR OWN**

**Designated Safeguarding Lead: Stacey Sawicki**

**Safeguarding Team: Helen Ashley, Danielle Lamb, Rebecca Stedman, Lesley Ellison**

**Nominated Safeguarding Governor: Ashley Roberts**