



Safeguarding

Staff Guidance

2019/20

Wilson Stuart Safeguarding Team



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Policy available to view on the school system [Common/policies/child Protection](#). Also available on the website.

Section 11 of the Children’s Act 2004 places a duty on agencies to ensure that their functions are discharged with regard to the need to safeguard children and promote their welfare; by safeguarding and promoting welfare we mean:

- **Protecting children from abuse or neglect;**
- **Preventing impairment to the child’s health or development;**
- **Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.**
- **Promoting optimum life chances.**



Child Protection is just one aspect of safeguarding that we as a school take very seriously.

Safeguarding and promoting the welfare of children is everyone’s responsibility.

If you are concerned about a child you must share it.

Child abuse – Signs and Symptoms

Signs of Physical Abuse

- Unexplained injuries or burns – particularly if they are recurring.
- Improbable excuse given to explain injuries.
- Untreated injuries.
- Excessive punishment.
- Withdrawal from physical contact.
- Fear of returning home.
- Aggression towards themselves or others.

Signs of Emotional Abuse

- Continual self-depreciation.
- Fear of new situation.
- Inappropriate emotional responses.
- Self-harm or neurotic behaviour.
- Running away.
- Clingy.

Signs of Neglect

- Constant hunger.
- Poor personal hygiene.
- Constant tiredness.
- Poor state of clothing or dirty.
- Frequent non-attendance at school.
- Missing medical appointments.
- No or poor social relationships.
- Compulsive stealing.
- Poor Attendance

Signs of Sexual Abuse

- Sudden change in behaviour
- Displays of affection in a sexual or inappropriate way.
- Secrecy
- Wetting night or day
- Phobias or panic attacks
- Regression to younger behaviour
- Complaints of genital itching or pain.
- Knowledge inappropriate to age.

Child Protection – Staff Guidance

Cause for Concern

- Disclosure from child
- Information from third party (guide another pupil etc.)
- Significant changes in behaviour and or appearance.
- Extreme or unusual behaviour
- Patterns identified (CPOMS)
- Poor attendance with no good reason

Confidentiality

- Do not promise confidentiality to the child. This should be made clear to them.
- All information must be shared with DSL and only to others by the DSL on a need to know basis.

Dos

- Do listen carefully to what the child is saying – Active Listening
- Do take the child's statement seriously.
- Do write down exactly what was said by the child.
- Do tell DP or Head of Dept. as soon as possible
- Do tell the child they are doing the right thing by telling you.
- Do tell the child it is not their fault.
- Do take care of yourself and how you are feeling.
- Do record accidents/ information on CPOMS

Don't

- Do not Panic
- Do not rush off to get someone else to listen.
- Do not promise to keep anything secret.
- Do not say "Everything will be fine" it may not be.
- Do not criticise the perpetrator
- Do not ask leading questions
- Do not force the child for answers.
- Do not make assumptions about how the child is feeling.
- Don't take pictures.

Allegations against Staff

- Inform the Head Teacher and no one else.
- If the allegation concerns the Head Teacher inform the Chair of Governors.
- Birmingham Safeguarding Children board will also be informed.

Radicalisations

- Watch for signs of radicalisation
- E.g. things that are said.
- Trying to access extreme information.
- Inform the members of the safeguarding team immediately, who will after investigating, will inform the police.
- All staff to undertake PREVENT awareness training.

Safe working Practises

- **Mobile phone use:**
Should not be used and should not be seen during teaching time, or in the bathrooms.
- **Physical Contact:**
Be wary of physical contact. Use only if you the student or other students are in danger or if a child is in distress.
- **Behaviour Management**
Be aware of what the school systems are and follow them.
- **One to One situations**
Avoid where possible and be open and overt in these situations.
- **Dress and Appearance**
Promote a positive and professional appearance. Appropriate footwear should be used.
- **Photography and Video**
Be aware of students for whom consent has not been given.
- **Behaviour**
All staff to read the Staff Code of Behaviour Policy and our Safeguarding policy.

All staff to read the Staff Code of Conduct policy.



Ryan Perrens

Curriculum Leader, Head of IT &
Computing, Access & Online Safety

Signs of Cyberbullying

- Becomes upset, sad or angry during or after being online or using their phone.
- Withdraws from family or friends.
- Expresses reluctance or refuses to participate in activities previously enjoyed.
- Has an unexplained decline in grades.
- Refuses to go to school or expresses anger or dissatisfaction with a specific class or school in general.
- Increasingly reports symptoms of illness for which he or she wants to stay at home.
- Shows signs of depression or sadness.

Mobile Phone Procedure

- Mobile phones should not be seen in school (except SLT as stated in policy)
- Mobile phones should be kept in class lockers or stored out of sight and on silence.
- All staff must read and adhere to the mobile phone policy and follow all guidelines.
- All Students are not allowed to use their mobile device within school.
- Staff are not allowed to use their mobile device to take/record images of students.

Staff Social Media Rules

- Staff are not allowed to befriend ex/current students within the school.
- Staff are not allowed to befriend parents/carers on social media.
- Staff are not allowed to use social media during working hours.
- Staff are not allowed to upload photos/videos of students.

Reporting Procedure.

- If you have an online Safety concern you must inform the online safety officer.
- All concerns must be recorded on CPOMs.
- If you have a staff online concern you must inform SLT directly.

Be aware and vigilant at all times if you are concerned then report it!

Key Messages

- **Safeguarding is everyone's responsibility**
- **Child abuse happens – NOTICE THINGS!**
- **If you have a concern about a child you must share it with the Designated senior leader or deputy DSL's**

Please sign the form available at the office to say you have received and read this booklet.

Birmingham Safeguarding Children's board

www.lscbbirmingham.org.uk

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