



Safeguarding / Child Protection Top Ten **Do's** and **Don'ts**

DO	DON'T
Know who the designated safeguarding officer is and who the safeguarding team are	Investigate any concern yourself
Respond immediately - reporting any issues / concerns in writing	Email any 'cause for concern' forms
Always listen to any child who wants to make a disclosure	Ignore or dismiss any child or tell any child to go away and come back later if they want to make a disclosure
Always believe that a child is telling the truth	Examine a child yourself or take any photographs of injuries that are reported to you
Be aware of the indicators of the following 4 categories of abuse: Physical / Emotional / Sexual / Neglect	Look shocked or distasteful about what a student is telling you and do not speculate or make negative comments
Keep the students safe but also yourself safe!	Promise confidentiality
Remember that students from any background at any age can suffer from any type of abuse and that any abuser is often known to them	Make any other promise ... the likelihood is that you won't be able to honour it
Understand the school's Social Networking Policy (including the use of mobile phones) <small>NB: At times it may be necessary to contact students by mobile phone, i.e. trips / visits – however, you MUST inform your SLT link / Deputy Headteacher of any such required contact.</small>	Keep concerns about other adults to yourself <small>NB: Any member of staff or volunteer who does not feel confident to raise their concerns with the Head Teacher, a member of the Senior Leadership Team or Chair of Governors or does not feel that their concerns about a colleague have been taken seriously should contact the Local Authority Designated Officer (LADO) directly on 01522 554668.</small>
Make yourself aware of the indicators of FGM, child sexual exploitation, drug abuse and of the PREVENT duty	Judge or condemn the alleged abuser
Password protect your laptop / PC / mobile phone	Assume that everyone that works with children is safe and will do them no harm

We all have a responsibility to safeguard and promote the welfare of children and young people - always remember:

It could happen here!

The Safeguarding Team:

First Safeguarding Points of Contact:

Lucy Conley Deputy Headteacher & Designated Safeguarding Officer (Mobile: 07931 300510) **Ext 208**
Julia Kettle Safeguarding Manager & Designated Safeguarding Officer **Ext 209**

SEN Safeguarding:

Sam Storey SEN Manager **Ext 289**

Other Key Safeguarding Contacts:

Brett Sinclair Assistant Headteacher – Pastoral **Ext 221**
Mark Bryan Pastoral Manager **Ext 221**

Top Ten Do's and Don'ts

Further Details



DO	DON'T
Know who the designated safeguarding officer is and who the safeguarding team are.	Investigate any concern yourself or attempt to resolve any issue / problems on your own – always use the safeguarding team.
Respond immediately - reporting any issues / concerns in writing on the school's 'cause for concern' form and pass to Lucy Conley or Julia Kettle – or a member of the safeguarding team if they are unavailable.	Email any 'cause for concern' forms – emails may not be picked up until the end of the day and may prevent the team from protecting a child.
Always listen to any child who wants to make a disclosure to you, making clear notes to refer on to the safeguarding team using the 'cause for concern' form. These are available from the main office / staff room or the safeguarding team.	Ignore or dismiss any child or tell any child to go away and come back later if they want to make a disclosure. If it is an inappropriate time always arrange a specific time and place for the student to see you and report your concerns immediately to a member of the safeguarding team.
Always believe that a child is telling the truth if they need to make a disclosure to you, remain calm and reassure them that they have done the right thing and report your issues / concerns immediately.	Examine a child yourself or take any photographs of injuries that are reported to you.
Be aware of the indicators of the following 4 categories of abuse: <div style="text-align: center;"> Physical Emotional Sexual Neglect </div>	Look shocked or distasteful about what a student is telling you – do not probe when questioning and do not speculate or make negative comments.
Keep the students and yourself safe! ... Do remember that we take safeguarding at Bourne Academy very seriously.	Promise confidentiality by telling a student that you can keep their secret, that they can confide in you.
Remember that students from any background at any age can suffer from any type of abuse and that any abuser is usually known to them.	Make any other promise ... the likelihood is that you won't be able to honour it
Understand the school's Social Networking Policy (including the use of mobile phones) – making sure that you do not: Students or recent students as 'friends' on social network sites; List any personal contact information; Use inappropriate language; Use defamatory remarks / terms towards the school, staff or students; Post inappropriate photos of yourself; Contact students outside of school. <small>NB: At times it may be necessary to contact students by mobile phone, i.e. trips / visits – however, you MUST inform your SLT link / Deputy Headteacher of any such required contact.</small>	Keep concerns about other adults to yourself. Refer to the school's Whistle-blowing policy and report any concerns about the conduct of others to your line manager or to a member of the Senior Leadership Team. Any member of staff or volunteer who does not feel confident to raise their concerns with a member of the Senior Leadership Team or Chair of Governors or does not feel that their concerns about a colleague have been taken seriously should contact the Local Authority Designated Officer (LADO) directly on 01522 554668.
Promote fundamental British values and be aware of the PREVENT duty – and the role of the school to have due regard to the need to prevent people from being drawn into terrorism.	Judge or condemn the alleged abuser. This may influence any decision that you take.
Password protect your laptop / PC / mobile phone, etc and use an encrypted memory stick.	Assume that everyone that works with children is safe and will do them no harm.