

Allegations Against Staff

What should I do if the allegation is against a member of the school staff?

If your concern is about a staff member or volunteer, you should report this to the Head Teacher. If your concern is about the Head Teacher, you should report such allegations to the Chair of Governors. Contact details can be found on the back of this leaflet.

How do I ensure my behaviour is always appropriate?

Please ask a member of the Senior Leadership Team for school guidance regarding Safer Working Practice. There is also a document entitled 'Guidance for safer working practice for those working with children and young people in education Settings'. This publication can be found on the school website and in the school reception area.

Useful Contacts

Senior Designated Lead:

Mark Gilronan

Deputy Designated Leads:

Alice Purcell and Dan Western

Safeguarding Governor:

Petrina Tipping

Pastoral Manager:

Anna Vine

All can be contacted via the school office:

admin@ottery-primary.devon.sch.uk

01404 812977



Keeping Children Safe in Education

Quick reference for staff, volunteers and visitors

Keeping Children Safe

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

providing a safe environment, identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action.

When and what might I be concerned about?

At any time you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

Harm to a child can be caused by:

- A parent/carer
- A family member/friend
- Another child
- A stranger
- A member of staff/volunteer *

Dealing with a Disclosure

What should I do if a child discloses that s/he is being harmed?

1. Listen

Listen carefully to what is being said to you, do not interrupt.

2. Reassure

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non-judgemental. Do not promise to keep what is said a secret. Ask non-leading questions (**TED**) to clarify if necessary:

Tell me more...

Explain that to me...

Describe what happened....

Then follow the steps in the flowchart to the right.

The information you have may not be enough on its own for a Child Protection referral, however it will help your DSP to make a decision about risk of harm to the child.

What You Must Do

