

GORDON'S SCHOOL

CHILD PROTECTION / SAFEGUARDING INFORMATION SHEET

All staff should be aware of the basic procedures to be followed should a situation arise in which a Gordon's School student wishes to confide in them. Please read the following carefully.

The Four Categories of Significant Harm

- **Neglect** – Failure to meet a child's basic physical/psychological needs, including food, shelter, clothing, emotional support, medical care and a protective environment safe from physical harm.
- **Physical Abuse** – This includes hitting or shaking a child, or grabbing a child by an article of clothing.
- **Sexual Abuse** – This includes physical contact, making children look at pornography or encouraging children to behave in sexually inappropriate ways.
- **Emotional Abuse** – Persistent ill-treatment of a child, which may involve conveying that the child is worthless, unloved, or inadequate. It may also involve the imposition of inappropriate expectations.

What to do when a student wants to tell you about something that has happened

- Listen very carefully
- **Do not promise confidentiality**
- Make written notes as soon as possible, quoting the child's words and noting anything that you have said
- Do not take it upon yourself to *investigate* what the student has told you.
- Do not tell the person about whom the student has complained
- Contact Mr Pavis (the DSL – Designated Safeguarding Lead) or one of the Deputy DSLs (below) immediately.



Mr Pavis
DSL
Ext 2224



Mrs Forster
Deputy DSL
Ext 2215



Mrs Unsworth
Deputy DSL
Ext 2216/2255



Mr King
Deputy DSL



Mr Sinclair
Deputy DSL

Possible Indicators of Abuse – General Signs

- Changes in normal behaviour/attitude
- Social withdrawal
- Restlessness and aimlessness
- Sleeping and eating disturbance
- Unexplained change in work ethos
- Recurrent stomach/headaches
- Any unexplained bruising
- Self-harming

(This is not a definitive list but may be of use when there are concerns).

Writing a report on what you have been told

- Note the date, time, and your name
- Note the who/what/where/when of the accusation
- Quote the child's words as far as possible
- Note your own opinion if it is relevant, preferably with justification
- Reflect on why you have logged the incident
- Hand the report to one of the DSLs

(This report may be emailed to the DSL and then deleted from your email account)