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## Safeguarding Summary Information for Visitors, Parents & Carers

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#### 1. School Statement

- 1.1 We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.
- 1.2 We endeavour to provide a safe and welcoming environment where children are respected and valued.
- 1.3 We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.
- 1.4 While working in our school we expect you to take care of our pupils and follow our procedures.

#### 2. Key facts about child abuse

- 2.1 Abuse and neglect can happen to any child, boy or girl, of any race, culture, ethnicity or sexuality. Disabled children and children with SEN are particularly vulnerable.
- 2.2 Many children are unable to disclose what is happening to them and rely on us to interpret their behaviour and spot signs of abuse.
- 2.3 A pupil may:
  - have a bruise, burn or injury that seems suspicious
  - show signs of pain or discomfort
  - be unnaturally passive or withdrawn
  - be unpredictable and challenging
  - seem anxious, fearful or distressed
  - provide an unlikely explanation for their injury or their behaviour.
- 2.4 If you are concerned for a child's health, welfare or safety in any way you must speak to the designated senior person (DCPP) or the child protection officers. At Swanlea School these are Mr Kabir Miah & Ms Emily Tighe.
- 2.5 Do not question the pupil or try to secure evidence. Your responsibility is to report your concern, not to investigate.
- 2.6 If a pupil tells you something that suggests they are at risk of harm, allow them to tell you as much as they wish and let them know that you must pass the information on to the DCPP or the child protection officers.

## Safeguarding Summary Information for Visitors, Parents & Carers

- 2.7 If you become concerned about a pupil's immediate safety, notify the designated senior person or the child protection officers.
- 2.8 If you have any questions or wish to see our full Safeguarding / Child Protection Policy please contact the DCP.

### 3. Safeguarding Children Whistleblowing Policy

- 3.1 Staff members must acknowledge their individual responsibility to bring matters of concern to the attention of the senior leadership team and/or child protection officers. This is particularly important where these are matters involving the safeguarding of children, be that in Swanlea School, in the child's home or community. Although this can be difficult it is the responsibility of us all to share information which will protect children from harm.
- 3.2 You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or other members of the community, or you may fear harassment or victimisation. These feelings, however, natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young person who are targeted or are at risk. **These children need someone like you to safeguard their welfare.**

Reasons for telling	What may stop you telling
<input type="checkbox"/> To protect children and reduce risk to others <input type="checkbox"/> To prevent the problem worsening or widening <input type="checkbox"/> To prevent becoming implicated yourself <input type="checkbox"/> To promote good practice	<input type="checkbox"/> Fear of starting a change of events which spirals out of control <input type="checkbox"/> Disrupting the work place <input type="checkbox"/> Fear of getting it wrong <input type="checkbox"/> Fear of repercussions or damaging careers <input type="checkbox"/> Fear of not being believed
<p><b><i>Don't think what if I'm wrong? – think what if I'm right!</i></b>  <b><i>Speak to Mr Kabir Miah or Ms Emily Tighe in confidence, about your concerns.</i></b>  <b><i>Melanie Benzie (Local Authority's Designated Officer) Tel 0207 364 0677 Mobile- 07903 238827</i></b></p>	
<p><b>How to raise a concern</b></p> <input type="checkbox"/> You should voice your concerns, suspicions or uneasiness as soon as possible. Leaving it, pondering may delay action and may leave a child at risk <input type="checkbox"/> Explain exactly what practice is concerning you and why <input type="checkbox"/> Refer to the DCP or Headteacher <input type="checkbox"/> If the concern is about the Headteacher contact the Child Protection Advice Line – 0207 364 3444 <input type="checkbox"/> Make sure your concern is heard and that you are satisfied with the response – don't let matters rest <input type="checkbox"/> What is the policy for your establishment – a written report to be completed - ensure that all the relevant details are included such as names, dates and places wherever you can <input type="checkbox"/> A member of staff is not expected to prove the truth of an allegation but will need to demonstrate	

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sufficient grounds for the concern

### What happens next

- You will be given information on the nature and progress of any enquires
- You will be protected from harassment and victimisation
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- Malicious allegations may be considered as a disciplinary offence

### Self-Reporting

There may be occasions where a member of staff has a personal difficulty, perhaps a physical or mental health problem, which they know to be impairing on their professional competence. Staff members have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered to the member of staff concerned. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children