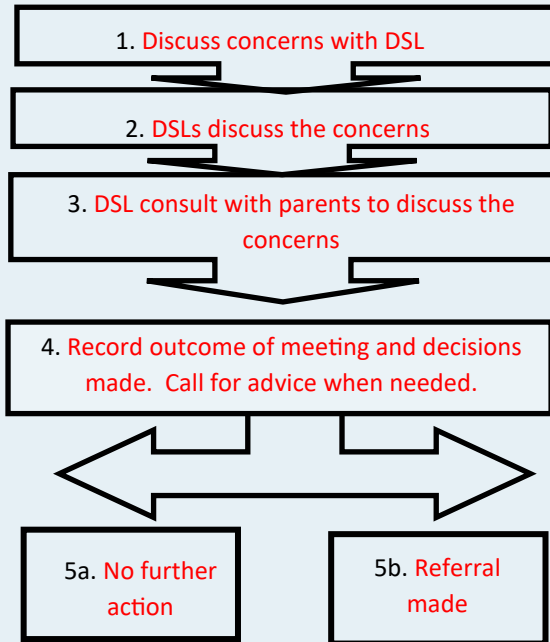


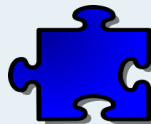
When there are serious concerns about a child's welfare but no specific evidence of abuse:



Everyone has a responsibility to make sure that children at St Mark's are safe.

If you have a concern, no matter how small you may think it is, PLEASE DO NOT: leave our school without telling anyone.

It may be a vital part of a jigsaw.



You should never worry about passing on your concerns, no matter how small. Even the smallest thing can be an indication of a bigger problem and it is important that all concerns, no matter how seemingly trivial, be passed on.

Contact details:

The Lead DSL (Designated Safeguarding Lead) at St Mark's Church of England Primary School is:
Mrs Jones (Deputy Headteacher)

The Deputy DSLs at St Mark's are:
Mrs Hagan (Class Teacher)
Mrs Smith (Senior Teacher)
Mrs Wright (Executive Headteacher)

Alternatively the DSL can be contacted on:

dsl@st-marks.hant.sch.uk

Outside School Hours:

If you are worried that a child is being hurt or abused, contact:

Hampshire Children's Services:

0300 555 1384

Out of office hours:

0300 555 1373

[Contact Children's Services | Children and Families | Hampshire County Council](#)

Child Protection Procedures

Managing allegations and concerns



Information for volunteers and outside agency staff

In order to safeguard all, please note that Mobile phones and devices should not be used around children

Safeguarding

At St Mark's we regard the safeguarding of children as our main priority. We believe that we all have the right to be happy, to be safe and to learn. We all have the responsibility to make this happen.

In our school;

* All children have the right to be protected from harm.

* All suspicions of and allegations of abuse are taken seriously and responded to swiftly and appropriately.

As a visitor to St Mark's either as a volunteer, supply teacher or someone who has come to work with our children in any other capacity, it is important that you are aware of our Child Protection procedures.

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone whom they trust or know well and this may not always be their own class teacher.

There may also be occasions when you have cause for concern either about marks or bruises on a child, about something they say or a change in their behaviour or appearance.



If a child chooses to disclose information to you: Whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass as the child might not have the confidence to try again and children rarely lie about such matters. Helping the child when abuse is disclosed:

- Be prepared to **listen** and comfort.
- Do not make a promise that you cannot keep. You cannot promise confidentiality as the information will have to be passed on.
- Do not ask 'leading' questions– just let the child talk to you.
- Explain to the child that you will need to pass this information on to the Designated Safeguarding Leads (DSLs)
- Make them aware that their disclosure will be reported only to those who need to know and who can help.
- Write down everything that the child tells you as soon as you can after the conversation/ observation.
- Do not show shock or distress. Stay calm.
- Let the child know at once that it was not his/her fault and keep restating this.
- Reassure the child that they were right to tell

It is important to remember that all discussions you have must be treated with the utmost confidence. Conversations should be held only with members of staff who need to know. The DSLs will decide which other members of staff need to be alerted and discussions must never be held outside of school.

Whistleblowing

Whistle blowing is an important aspect of safeguarding whereby staff and volunteers are encouraged to share genuine concerns about a colleague's behaviour.

The behaviour may not involve direct child abuse but it may include concerns about safeguarding practice, failures to protect a child, transgressing the code of conduct or pushing boundaries beyond normal limits.

Concerns about adults in the school should go to Clare Wright (Executive Headteacher) and if they are about Clare Wright, they should go to Paul Edwards, the Chief Operating Officer for The Prospect Trust.

It is not your responsibility to investigate suspected cases of abuse. It is your duty to report it immediately.