

Safeguarding and Child Protection Procedures for Visitors and Volunteers 2016-2017

Designated Senior Lead for Safeguarding: Mr A Goodhead

Deputy Designated Safeguarding Leads: Mrs C Forster and Mrs J Tooth

King Edward VI School is committed to the highest standards in protecting and safeguarding the children entrusted in our care. Our school will support all children by:

- Promoting a caring, safe and positive environment within school
- Encouraging a positive self-esteem
- Effectively tacking bullying and harassment

At King Edward VI we recognise that

- Child Protection is everyone's responsibility and that it is important to follow legal procedures.
- Child Protection is the activity that is taken to protect specific children from suffering. This suffering can take the form of physical injury, emotional neglect, physical neglect, sexual abuse and emotional injury.
- Safeguarding is the action we take to promote the welfare of children and protect them from harm.

Everyone working with our children, their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve one of the Safeguarding Leads immediately.
- If one of the Safeguarding Leads is not available, please contact any senior member of staff.
- Disclosures of abuse or harm from children may be made at any time.

If anything worries or concerns you, report it straight away.

Thank you for your co-operation.

Please see overleaf for details of the steps to take in the case of a child protection incident

Steps to take in the case of a Child Protection Incident

A member of staff notices physical signs (e.g. bruises) or overhears a suspicious conversation from a child.

A child approaches any member of staff about a problem.



Note down information on a Record of Concern form and pass it to one of the Designated Safeguarding Leads. If they are not available, contact any senior member of staff.

Reassure but do not give a binding promise of confidentiality, as we are legally bound to refer any suspected cases of child abuse.

Pass this onto the
Designated Safeguarding
Leads (Mr A Goodhead,
Mrs C Forster or Mrs J
Tooth) or any senior
member of staff if they
are not available. This
must happen
immediately. Please use a
Record of concern form
(pink sheet found in
reception and in both
staffrooms).



Child has already produced a written account of possible abuse (e.g. note/letter that is handed to

Child verbally describes possible abuse.



At an appropriate time (during or immediately after discussion) write down the main points of the conversation



Only ask open questions. Do not question excessively. We do not investigate child abuse.