

What to do if you notice possible signs of abuse

- Record what you have seen/heard, with dates and time and any action taken.
- Signs of physical injury should be described or sketched.
- Pass notes immediately to Child Protection Coordinator/SLT

DO NOT INVESTIGATE

This is the role and responsibility of social work and the police.

Please contact your Child Protection Coordinator within your area

What to do if a pupil talks to you about abuse by someone else

- ADVISE the pupil that you must pass on information. DO NOT AGREE TO KEEP SECRETS.
- LISTEN carefully. Allow the pupil to speak without interruption.
- REACT calmly and accept what is said.
- DO NOT ASK leading questions.
- Record what is said in writing (see Making Notes).
- Reassure the pupil that they are not to blame and are doing the right thing by telling.
- ACKNOWLEDGE how difficult it must have been for the child. Do not make any judgement.
- Refer to your Child Protection Coordinator/SLT immediately.

Making notes

- Record accurately what is said in the child's words.
- Do not include your personal opinion.
- Signs of physical injury should be described in detail or sketched.
- Describe the child's behaviour and emotional state.
- Sign and date all notes.
- Pass notes without delay to your Child Protection Coordinator.
- All notes are confidential. They should not be discussed with any person not directly involved with the child.

Things you MUST do:

- Treat all pupils with respect.
- Respect a pupil's right to personal privacy, whilst not promising confidentiality.
- Always take what is said by the pupil at face value - do not doubt what they are saying.
- Ensure that your own conduct in Alford Community Campus is an example of good practice.
- Be aware of the potential problems of being alone with a pupil.
- Recognise that special caution is required if you are discussing sensitive issues with pupils.
- Follow the School Policy and Code of Conduct.

Things you MUST not do:

- Have inappropriate physical contact with pupils.
- Encourage inappropriate attention-seeking behaviour.
- Exaggerate or trivialise abuse issues.
- Rely on your good name or that of Alford Community Campus to protect you from scrutiny of your conduct.
- Think it could never happen to you.
- Take a chance when common sense, policy and practice suggest another more prudent approach.
- Ignore the Child Protection Policy and Code of Conduct operating in the Campus.



Alford Community Campus Protection of Children & Young People

A Code of Good Practice
for Alford Community
Campus Staff