

At Studham Village CE Academy we believe that child protection is the responsibility of all members of our community.

All Studham Village CE Academy staff are trained in child protection and know and understand what to do if there is a child protection issue that needs addressing.

Visitor Procedures

- All visitors must sign in at Reception.
- All visitors will be issued with a badge which must be displayed at all times whilst on site.
- Visitors without an Enhanced Disclosure and Barring Service check will be asked to remain under the supervision of a member of staff whilst on site.
- Visitors **must not** use a smart phone or camera on site.
- Visitors must sign out at Reception before leaving the site.

What if a child wants to tell me something?

If a child begins to tell you about something that is happening to them, you should:

- React calmly
- Tell them that you will have to pass on what they tell you to keep them safe
- Listen carefully and do not ask any leading questions – if you need clarification use ‘Tell, Explain, Describe’. Only trained investigators question a child.
- Do not criticise the alleged perpetrator.

- See one of the Designated Persons immediately and they will support you in completing a ‘Cause for Concern’ form.

Types of Harm

Harm is identified in four ways:

Physical – This is when a child is deliberately hurt or injured.

Sexual – This is when a child is influenced or forced to take part in a sexual activity. This may or may not be a physical activity i.e. being exposed to inappropriate images.

Emotional – This is when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect – This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left at home alone.

In addition to these, we also adhere to the government **Prevent Duty** to protect children from extreme political or religious views.

Keeping yourself safe

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently

- Young children are often spontaneously affectionate and tactile. While not wishing to alienate them, you should never actively seek to touch pupils.
- Avoid being on your own with a child, always ensure that a door is open, blinds are not closed and that you are visible to others.
- It is best not to do anything for a child that he or she can do for themselves.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher.
- Do not exchange emails, text messages, give out personal details or photograph children.

First Aid

If you encounter a child who seems ill, or in the case of an accident or emergency, please contact the school reception and a first aider will be called.

Local Authority Designated Officer (LADO)

The LADO (also known in Central Bedfordshire as the Allegations Manager) oversees investigations into allegations and concerns against adults who work with children and young people in both a paid and voluntary capacity.

The criteria for LADO intervention is where the behaviour of an adult has resulted in a child being harmed or at risk of harm; a criminal offence may have been committed or the behaviour of the adult may indicate unsuitability to work with children.

If you have concerns about the conduct and behaviour of someone working with children and young people you can contact our LADO as follows:

Telephone: 0300 300 8142

Who's who?

The people listed on this leaflet are the main contacts for child protection in the school. If you have a child protection concern as a parent or member of the community please contact a member of the team.



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Headteacher: Mrs Sarah MacKenzie-Skea



**'Caring to Learn, Learning to Care
All Flourishing as Children of God'**

Safeguarding Children Information for Visitors

Our Child Protection Policy is reviewed annually and is available on our website under 'Key Information' – Policies'

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