

## WHAT SHOULD I DO IF THE ALLEGED ABUSER IS A MEMBER OF THE SCHOOL STAFF?

If your concern is about a staff member or volunteer, you should report this to the Headteacher. If your concern is about the Headteacher, you should report such allegations to the Chair of Governors (contact details can be found on the back of this leaflet).

The NSPCC Whistleblowing Advice Line is also available on **0800 028 0285**

### Remember

- \* Delays in reporting your concerns can cause the child greater harm.
- \* Adults in school are often the first people to see a child after they have been abused.
- \* Not all abuse has physical signs.
- \* If in any doubt talk to the DSL.

## CONTACTS

The school has a Child Protection Policy and a copy is available from:

[www.kls.herts.sch.uk](http://www.kls.herts.sch.uk)

In line with this, regardless of the source of harm, you MUST report your concern.

### Headteacher:

Mr D Fisher

### Your DSL is:

Mr G Searle

### Your Deputy DSLs are:

Mrs G Howard, Mr J Shaw, Mrs R Rennick, Mrs V Battaglia, Mr J Scott, Mr A Sharp, Miss A Price, Mrs K Morgan, Mrs T Gill, Mrs C Douglas, Mr S Langston

### Other DSL Trained Staff:

Mrs S Butt, Mrs D Bell.

### Contact your DSL/DDSL/at/on:

01923 264504

### Your Chair of Governors is:

Frances Stickley

### Contact them on:

01923 264504

**Outside of hours please contact the Hertfordshire Multi Agency Safeguarding Hub on 0300 123 4043**



**Kings Langley School**  
Unlocking Potential for Life

## SAFEGUARDING CHILDREN

### Quick reference guide for Visitors of Kings Langley School

As an adult visiting this school **YOU** have a duty to act when you have a concern about a child's welfare.

This leaflet has been given to you to make sure you understand what is expected of you. (please keep it in a safe place). Please seek advice from your **Designated Safeguarding Lead for Child Protection** if you are unclear about anything in this leaflet.

If you would like to access the school's guest WiFi you are bound by the school's E-Safety and Data Security Guidance Policy. The access is fully secure and will prevent you from browsing, downloading, uploading or distributing any material that could be considered offensive, illegal or discriminatory. Please ensure that whilst you are on the school site, your online activity does not bring your organisation or professional role into disrepute. You have a duty to report any E-Safety incident which may impact on you, your professionalism or your organisation. Please ask at Reception for further access information.

## WHEN AND WHAT MIGHT I BE CONCERNED ABOUT?

At any time you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

### Harm to a child can be caused by:

- \* A parent/carer
- \* A family member/friend
- \* Another child
- \* A member of staff/volunteer

## WHAT SHOULD I DO IF A CHILD DISCLOSES THAT THEY ARE BEING HARMED?

### 1. Listen

Listen carefully to what is being said to you, do not interrupt.

### 2. Reassure

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non judgemental. Do not promise to keep what is said a secret. Ask non leading questions (TED) to clarify if necessary:

- \* Tell Me more...
- \* Explain that to me...
- \* Describe what happened...

Then follow the steps in the flowchart to the right. The information you have may not be enough on its own for a Child Protection referral, however it will help your DSL to make a decision about risk of harm to the child.

## WHAT MUST I DO?

**Recognise** your concern



**Respond** Inform your DSL/Deputy DSL without delay (or Headteacher/ Chair of Governors where appropriate)



**Make a written record** (using the child's own words), sign and date it.



Pass the record to the **DSL/Deputy DSL** (where appropriate)