

## Appendix D – A Child Protection Guide – Cue card

The document below is given to staff and volunteers to be referred to, as an A6, two sided, crib card, which is folded to become 5cm-7.5cm.

### **A Child Protection Guide**

We are committed to safeguarding and promoting the welfare of all at  
our school

A code of good practice for staff and volunteers Designed for you to  
keep with you—Carry it

This Code of Practice is intended to provide a readily accessible  
reference. Promoting the principles of our Child Protection Policy

#### **What happens if:**

You suspect a child is being abused or neglected:

1. Immediately inform the Designed Safeguarding Lead (DSL).
2. Record and date any facts which are relevant to your concern and pass these onto the DSL.
3. Do not investigate the issue yourself.

A child discloses to you abuse by someone else

1. Allow the child to speak without interruptions, accepting what is said and without investigating further or asking leading questions.
2. Reassure the child that 'it is not their fault' and that they were right to tell you.
3. Record in the child's own words details of the disclosure and refer this immediately to the DSL **via CPOMS**. Do not investigate the issue yourself.

You receive an allegation about a member of staff or yourself

1. Immediately inform the Head Teacher of the allegation.
2. Record and date the details of the allegation in writing.

You **must** inform - You **must not** investigate.

**Do** treat everyone with respect

**Do** provide an example of behaviour you wish others to follow

**Do** plan activities which involve more than one other person being present, or at least which are within sight or hearing of others

**Do** respect a young person's right to personal privacy

**Do** provide access for young people to talk to others about any concerns they may have.

**Do** recognise, and allow for, the special needs of young people with disabilities and learning difficulties

**Do** encourage young people with disabilities and learning difficulties

**Do** encourage children and adults to point out attitudes and behaviour that they do not like

**Do** avoid inappropriate physical or verbal contact with young people

**Do** remember that someone else might misinterpret your actions

**Do NOT** Permit abusive peer activities (e.g. bullying racism or others)

**Do NOT** Judge or jump to conclusions about other s

**Do NOT** show favouritism to any individual

**Do NOT** be drawn into attention seeking behaviour, such as crushes/tantrums

**Do NOT** make inappropriate remarks or gestures

**Do NOT** rely on a good reputation to protect you

**Do NOT** believe 'it could never happen to me'

**Do NOT** interview or meet with children in private or outside of school

**Do NOT** let concerns or allegations of abuse go unrecorded

**Do NOT** play physical contact games with young people

Stanborough School is committed to safeguarding and promoting the welfare of our pupils and expects all staff including volunteers and visiting staff guests to share this commitment. It is our aim that all pupils fulfil their potential.