

Safeguarding Summary

No child should suffer harm, either at home or at school. Everyone who visits or works in our school has a responsibility to make sure that all our young people are safe.

You have been given this leaflet to make sure that you understand what is expected of you. If you are unclear about any advice that it contains, please ask the person who gave it to you or one of the contacts on the back page. You should keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to the school's DSL.

Regency High School has a Safeguarding Policy. A copy is available from our website or the DSL.

Please help us to safeguard the children in our care by following the guidelines contained in this leaflet.

Safeguarding Contacts

Designated Safeguarding Lead (DSL)

Mike Eglesfield

Deputy DSL and Headteacher (DDSL)

Sara Harding

Governor with Safeguarding Responsibility

Julian Thake



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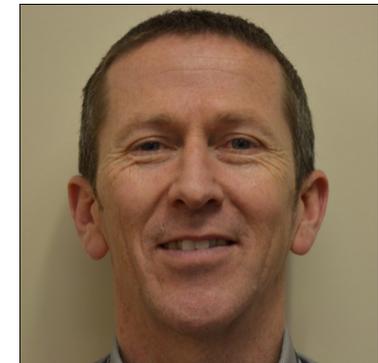
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Regency High School

SAFEGUARDING ADVICE

for visitors and staff



Mike Eglesfield (DSL)
Designated Safeguarding Lead
Regency High School

Safeguarding Advice at Regency High School

As a school we are committed to safeguarding and meeting the needs of the children in our care. This leaflet has been given to you to provide some useful advice and information when working with or visiting children at Regency High School.

What are my responsibilities?

All those who come into contact with children through their everyday work, whether paid or voluntary work or by visiting the school, have a duty to safeguard and promote the welfare of children.

Why do I need DBS clearance?

Regency High School's 'Recruiting & Selection Procedure' specifies that all staff, volunteers and visitors who work with children four or more days in a 30 day period, will require an enhanced check from the Disclosure and Barring Service (DBS). This is to help ensure that unsuitable people are prevented from working with children.

Office staff will inform you if you require a DBS clearance check, and advise on the procedure. If you do not require a DBS check, you should not be left unsupervised with children.

If, following your DBS check, you become subject to any criminal investigation, caution or conviction, you are obliged to inform the Headteacher immediately. This helps to protect both you and the young people in your care.

What should I do if I am worried about a child?

If, whilst working with a child, you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour,

please report these concerns to the Class Teacher. If they feel it is appropriate they will pass the information onto the school's DSL (see overleaf) using the pink 'Logging a Concern' Form 1.

What should I do if a child discloses that he or she is being harmed?

It is important to know what to do in such an eventuality, as children rarely lie about such matters:

- Listen to what is being said without displaying shock or disbelief; accept what is being said
- Allow the child to talk freely
- Reassure the child, but do not make promises that might not be possible to keep
- Do not promise confidentiality, but explain to the child that you have to tell their teacher or headteacher in order that they can help him or her
- Do not interrogate the child or ask leading questions
- Reassure the child that it is not their fault
- Stress that it was the right thing to tell
- Listen rather than ask direct questions
- Do not criticise the alleged perpetrator.

How do I record a disclosure?

Immediately record details of the disclosure including, wherever possible, the exact words or phrases used by the child.

When complete pass to the DSL to enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the record.

What should I do if the alleged abuser is a member of staff?

You should report such allegations to the Headteacher. If the alleged abuser is the Headteacher you should report this allegations to the DSL, who will notify the Chair of Governors and Local Authority.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. You may well be working closely with children, sometimes on a one-to-one basis.

Children, especially when they are developmentally young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils.

If you are working with a pupil on his or her own, always ensure that the door is left open or that you are visible to others.

Do not photograph pupils (unless requested to by the Class Teacher), nor exchange e-mails or text messages, nor give out your own personal details to pupils.