



Risdene Academy

Child Protection and Safeguarding Guide for Visitors and Parent Helpers

Your Designated Safeguarding Leads are:



Mrs L Butler
Parent Support Advisor



Miss K Mills
Principal



Mrs S Robinson
**Special Needs
Support Worker**

Mrs C Goodwin Governor with Safeguarding Responsibility

You should:

- ✓ **Be a role model for Risdene Academy and its values and expectations.**
- ✓ Treat everyone in a professional and respectful manner.
- ✓ Respect a child or young person's right to privacy.
- ✓ Recognise and allow for the needs of children and young people with learning difficulties and/or disabilities.
- ✓ Encourage children, young people and adults to point out attitudes or behaviours they do not find acceptable.
- ✓ Avoid inappropriate physical contact.
- ✓ Be aware that your actions could be open to misinterpretation, no matter how well intended.
- ✓ Recognise that special caution may be required when working with vulnerable children or young adults.
- ✓ Respect the cultural, religious, ethnic and sexual orientation backgrounds of those children you work with.

Your responsibility is to refer – not investigate

You should not:

- X** Work with vulnerable children or young people on your own without prior arrangement.
- X** Have any inappropriate physical, verbal or online contact with children or young people.
- X** Use mobile phones on school premises without prior approval from the DSL.
- X** Permit abusive peer behaviour (e.g. racial or homophobic bullying, rude or abusive language)
- X** Jump to conclusions without ascertaining the facts.
- X** Show favouritism to any individual.
- X** Be drawn into any inappropriate attention seeking behaviours or discussions.
- X** Rely on your good name to protect you.
- X** Believe “it could never happen to me”.

People working in schools are uniquely placed to notice signs and symptoms of abuse, and to support children who are subject to abuse and/or live in abusive situations.

Your responsibility is to refer – not investigate

What happens if...?

You suspect a child or young person is being abused or neglected:

1. Inform your Designated Safeguarding Lead (DSL) for child protection.
2. Record and date and facts which support your suspicions using the school's agreed recording system (Cause for Concern form).

If a child or young person discloses to you that they have, or are being, abused by someone:

1. Allow the child or young person to speak without interruption, accept what is being said, but do not ask probing or leading questions. Do not attempt to investigate yourself.
2. Alleviate feelings of guilt and isolation, without passing judgement.
3. Advise the child or young person that you will try to offer support but must pass on information.
4. Inform the DSL.
5. Record any dates or facts as you know them (on the appropriate report form).

If you receive an allegation about a member of staff or yourself:

1. Inform your DSL or the head teacher immediately.
2. Record the dates and facts (on the appropriate report form).
3. Try to ensure no one is placed in a position which could lead to further compromise.

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