



Gloucestershire
Safeguarding Children
Executive

Safeguarding Children Induction for Adults Working or Volunteering in Schools

Produced by Gloucestershire Safeguarding
Education Partnership – Sept 2019



Gloucestershire
Safeguarding Children
Executive

Aim

To provide a safeguarding induction for newly appointed staff, supply staff, school volunteers/helpers and students on placement, which will raise the awareness of:

- how to recognise indicators of abuse
- how to report safeguarding concerns about a child and to whom
- Know how to make a referral
- safe working practice by adults in school
- have an awareness of Early Help processes and understand their role in it



Gloucestershire
Safeguarding Children
Executive

Safeguarding

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
 - Taking action to enable all children to have the best outcomes

Working Together to Safeguard Children (DfE 2018)



Gloucestershire
Safeguarding Children
Executive

Categories of Abuse

- **Physical Abuse**

Causing physical harm to a child

- **Neglect**

Persistent failure to meet a child's needs – physical and/or psychological

- **Sexual Abuse**

Involving a child in sexual activity

- **Emotional Abuse**

Persistent emotional ill treatment of a child



Gloucestershire
Safeguarding Children
Executive

Safeguarding Role of School Staff

Recognise



Respond



Investigate

x

Attempt to resolve

x



Gloucestershire
Safeguarding Children
Executive

Talking and Listening to Children

Do:

- Be approachable
- Listen carefully, uncritically and at the child's pace
- Take what is said seriously
- Clarify essential information
- Reassure
- Tell the child what will happen next
- Tell the Designated Senior Lead without delay
- Record

Do Not:

- Investigate
- Try to resolve
- Promise confidentiality
- Make assumptions



Gloucestershire
Safeguarding Children
Executive

Recording

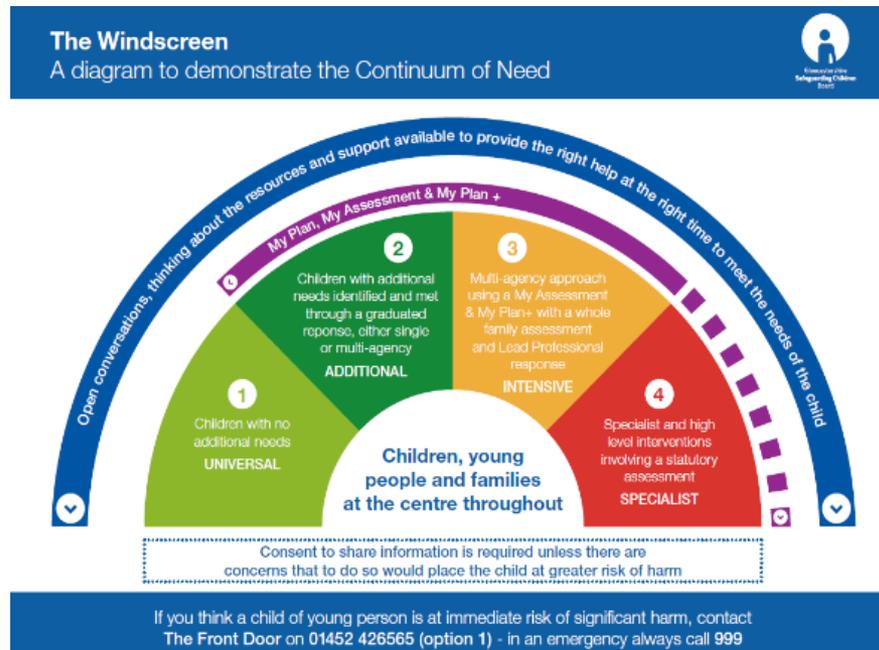
- Child's name and date of birth
- Date and time of the concern
- Factual account of what happened, where and who was present using the child's own words
- Any opinion / interpretation needs to be explained
- Your response
- Printed name and signature of person making the record
- Job title of person making the record
- Date and time of the record



Gloucestershire
Safeguarding Children
Executive

Early Help

- What does the settings offer of Early Help look like?
- Levels of Intervention – www.gscb.org.uk



Child Protection Process



Professional has concerns

If a Professional has a concern about the well being of a child (or unborn baby), then follow the General Procedures provided.



Consultation with supervisor

Professional discusses concerns with supervisor or Designated Safeguarding Lead to decide next steps



Discussion with parents

Professional discusses concerns with parents/carers of the child and explains what steps they will take next (if this does not put the child at further risk or affect a police investigation)



MASH

Where there are urgent concerns, professional contacts Gloucestershire MASH on 01452 426565 (option 1)



Seeking advice from Children's Social Care

Professional can contact the Children's Practitioner Advice Line on 01452 426565 to discuss their concerns with a qualified social worker and receive advice about whether a referral is appropriate or whether there are alternative ways of addressing their concerns on a discussion in principle basis.



Making a Request for Service to Children's Social Care

Unless there are urgent concerns, professional completes a Multi Agency Service Request Form. This is passed on to a social work team and the caller will be contacted by a social worker within 24 hours (unless there are immediate risks in which case the professional will put through to a social work team straight away). The social work team will discuss whether the referral is appropriate and what action can/will be taken. Please use the [Gloucestershire Childrens Services Portal](#) to submit a MARF.



Gloucestershire
Safeguarding Children
Executive

Safe Working Practice

All staff should clearly understand the need to maintain appropriate professional boundaries in their dealings with young people.

An ongoing culture of vigilance should be maintained within schools so that poor or unsafe practice is identified at the earliest opportunity.



Gloucestershire
Safeguarding Children
Executive

Safe Working Practice

Key documentation in schools:

- Safeguarding policies (child protection, safer recruitment, anti bullying, whistle blowing, e-safety and physical intervention, behaviour policy,)
- The staff behaviour policy (sometimes called the Code of conduct)
- Staff handbook

Seek guidance from the senior leadership team.



Gloucestershire
Safeguarding Children
Executive

Areas of Staff Vulnerability

- Physical contact
- Control and physical intervention
- Communication with a child, including e-safety
- Intimate/personal care
- One to one situations
- Relationships



Gloucestershire
Safeguarding Children
Executive

Allegations Management

This should be used in respect of all cases in which it is alleged that a person working or volunteering with Children has:-

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children.
 - Seek Early Advice – don't investigate alone.
 - Involve Governors if against HT
 - Working Together 2010 Appendix 5.



Gloucestershire
Safeguarding Children
Executive

Key Principles

The welfare of the child is paramount.

Staff should:

- Be responsible for their behaviour
- Avoid conduct which would raise concern
- Work in an open and transparent way
- Discuss concerns / take advice from a senior member of staff
- Apply the same professional standards regardless culture disability gender, language racial origin religious belief / or sexual identity.
- Monitor and review practice
- Follow guidance



Gloucestershire
Safeguarding Children
Executive

Further Information

Available on the Gloucestershire Safeguarding Children Executive website www.gscb.org.uk

- South West Procedures
- Female Genital Mutilation – Leaflet
- Child Sexual Exploitation – Screening Tool
- Guidance for Professional Challenge



Gloucestershire
Safeguarding Children
Executive

Next steps.....