



The Oaks Primary School  
Bringing Learning to Life

**Summary of the Child Protection and Safeguarding Children Policy and Procedures for Contractors and Volunteers**

All volunteers, contractors and staff engaged or employed by The Oaks CP School have a duty to report and refer any concerns they may have to the relevant member of staff who has overall responsibility for child protection matters.

The relevant members of staff are:

**Mrs Jo Grundy or her Deputy Mrs Fallon Trainor**

Definitions/categories of abuse are shown below and volunteers, contractors and staff engaged or employed by The Oaks CP School are expected to familiarise themselves with them.

**Physical Abuse**

- Physical attack of any form
- Giving of drugs including alcohol
- Excessive training in sport

**Sexual Abuse**

- Penetrative or non-penetrative acts by males or females
- Showing of pornographic material

**Emotional Abuse**

- Persistent lack of affection
- Constant threatening behaviour
- Constant overprotection
- Unrealistic pressure to perform to high expectations
- Exposure to violence to other(s) within the child's household

**Neglect**

- Persistent failure to meet a child's basic needs
- Failure to protect from harm
- Failure in ensuring access to medical treatment
- Leaving a child without supervision

**Other**

- Any actions that single out a pupil for special attention and could therefore be interpreted as 'grooming' a pupil (or a child who is linked to the school in some way)
- Staff needs to be fully aware of the dangers and risks associated with electronic communications. Consequently, they **MUST** ensure that they do **NOT** engage in inappropriate electronic communication of any kind with a child.

A child may seek out an individual teacher/adult to share information specifically about abuse or neglect, or a child may talk spontaneously, individually or in a group when school staff or volunteers are present.

**Any member of school staff, or any volunteer hearing an allegation from a child that abuse has, or may have, occurred should:**

### **Receive**

- What is said
- Accept what you are told – you do not need to decide whether or not it is true
- Listen without displaying shock or disbelief.

### **Reassure**

- The child
- Acknowledge their courage in telling you
- Do not promise confidentiality
- Remind them they are not to blame – avoid criticising the alleged perpetrator
- Do not promise that “everything will be alright now” (it might not be).

### **React**

- React calmly, respond to the pupil but do not interrogate
- Avoid leading questions but ask open ended ones
- Clarify anything you do not understand
- Explain what you will do next i.e. inform the Designated Person for Child Protection.

### **Record**

- Make notes as soon as possible – during the interview if you can
- Include:
  - Time
  - Date
  - Place
  - The pupil’s own words – do NOT assume: Ask “Please tell me what means”.
- Describe observable behaviour
- Do not destroy your original notes – they may be needed later on.

### **Support**

- Talk to your Designated Safeguarding Lead Mrs Jo Grundy or, in her absence, her deputy Mrs Fallon Trainor
- Consider using the Bolton Safeguarding Children Board (BSCB) Staff Care Scheme. (Telephone: 337861)

**The Oaks CP School is committed to safeguarding and promoting the welfare of children**

Mrs. J Grundy  
Headteacher

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