



# CHILD PROTECTION GUIDANCE FOR TEACHERS AND ALL NON-TEACHING STAFF

Teachers and all non-teaching staff have a crucial role to play in noticing indicators of possible abuse or neglect, and in referring concerns to Social Services.

All Carmarthenshire schools have a **Designated Safeguarding Person (DSP)** with responsibility for co-ordinating action on child protection and to act as a source of expertise and advice for staff.

## Recognising Child Abuse

**Alun Stephens (or Helen Conway or Mandy Williams if absent)**

Somebody may abuse or neglect a child by inflicting harm or by failing to prevent harm. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. A child or young person can suffer abuse or neglect and require protection via an inter-agency Child Protection Plan. Child Protection procedures apply to children and young people up to the age of 18 years. Categories: Neglect, Physical Abuse, Sexual Abuse and Emotional Abuse.

## Listening to Children

Schools in Carmarthenshire work hard to create an effective partnership between staff, pupils and parents. However, staff need to deal differently with both pupils and parents when concerns of child abuse are involved. If someone tells you that they or another child or young person is being abused:-

- Show that you have heard what they are saying, and that you take their allegations seriously.
- Encourage the child to talk, but do not prompt or ask leading questions. Don't interrupt when the child is recalling significant events. Don't make the child repeat their account.
- Explain what actions you must take, in a way which is appropriate to the age and understanding of the child.
- Do not promise to keep what you have been told secret, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust.
- Write down what you have been told, using the exact words if possible.
- Make a note of the date, time, place and people who were present at the discussion.
- Report your concerns to the designated member of staff with responsibility for child protection.
- Ensure that your concerns are immediately referred to the duty Social Worker at the local office. Do not delay.
- Do not confront the alleged abuser.
- Do not worry that you may be mistaken. You will always be taken seriously by Social Services. It is better to have discussed it with somebody with the experience and responsibility to make an assessment.



## Making Referrals to Social Services

Referrals from schools should only be made to Social Services or the Police following discussions with the Designated Safeguarding Person (DSP) and it is the responsibility of the DSP to make all referrals. **However, ALL concerns MUST be promptly logged on MyConcern.**

Referrals should be made by telephone in the first instance to the Central Referral Team (01554742322 or crtchildren@carmarthenshire.gov.uk). If there is any doubt about whether concerns need to be passed on it is always best to discuss this with the Assessment Team or the Police.

## Concerns About Colleagues

**Designated Governors for Child Protection  
Richard Samuel & Natalie Prideaux-Collins**

The abuse of children by a member of staff can be a particularly difficult and damaging matter to deal with within schools. If you have any concerns about a colleague you must be prepared to "Think the Unthinkable".

Any information, doubts or uncertainties that you may have should be discussed with the designated teacher at once. The designated teacher will then ensure that the matter is discussed with a member of the senior management team of the L.E.A. who will be able to offer further guidance and advice.

In exceptional circumstances it may be inappropriate to follow the above procedures e.g. if the alleged abuse involves the Headteacher or other senior member of staff. In these circumstances the matter should be referred immediately to **senior members of staff from the L.E.A.**

## Conclusion

**Chair of governors (Richard Samuel: samuelr31@hwbcymru.net) ☎ CRT 01554 742322**

**Protecting children from harm is the shared responsibility of all school staff.** It should never be assumed that somebody else will recognise and report when children are at risk of abuse. All staff reporting their concerns can be assured that they will be taken seriously and that their concerns will be fully investigated.