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**Safeguarding Guidance for New Staff**

**September 2015**

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## Guidance for New Staff, Governors and Volunteers

As a new member of staff or volunteer you will be in regular contact with children and in an excellent position to get to know them well.

You will be able to develop trusting relationships, observe changes in behaviour, and sometimes may be chosen to share a young person’s confidences or concerns.

Safeguarding is everyone’s responsibility - we rely on all those working with children to take any suspicions, allegations or concerns about a child seriously. It is our collective responsibility to protect all children from physical, sexual, & emotional harm, and neglect.

Anyone working in our organisation - whether paid or voluntary - is required to disclose all convictions, and checks will be made on anyone who has not already been vetted.

How can you contribute?

* Ensure that your behaviour is appropriate at all times - see Staff Handbook
* Take immediate steps if abuse is alleged or suspected
* Remember to put the welfare of the child or young person first
* Never investigate concerns yourself

What should you do if you suspect a child or young person is being abused?

**Tell the designated person (Head Teacher) immediately**

If the Headteacher is NOT available

**Tell the Deputy Head Teacher or Home School Link Worker immediately**

Record your concerns and give a copy to the designated or their deputy

If a child or young person tells you they are being abused:

* Allow them to speak without interruption and accept what they say
* Never agree to keep information confidential
* Tell them you will help and explain that you must pass the information on to the designated person or their deputy
* Tell the designated person or their deputy immediately (The Safeguarding Officer is the Head teacher.)
* Record your concerns and give a copy to the designated person or their deputy

If you receive an allegation involving a member of staff, a Carer or a volunteer, including yourself:

* Tell the Head Teacher or senior manager immediately
* Record what you have been told and give a copy to the Head teacher or manager

All new staff & volunteers should receive safeguarding level 1 training. More information, advice and should you need to report concerns can be found here:-

[*http://www.safeguardingchildren.stoke.gov.uk/ccm/portal/*](http://www.safeguardingchildren.stoke.gov.uk/ccm/portal/)

## Top Tips

* Look out for any signs that cause you to be concerned about a child or young person
* Listen to what the child or young person has to say
* Always keep a record
* Act immediately

The Governors will review this guidance on an annual basis.

Date agreed 25th January 2012

Signed (Chair of Governors) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Head teacher) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date for next review** Spring term 2018