

After School Club Child Protection Procedures
at Stanford Junior & Infant School
2017

As an adult working in this school you have a duty of care towards all students. This means you should act at all times in a way that is consistent with their safety and welfare. If you have a concern about a child, particularly if you think s/he may be suffering or is at risk of suffering harm, it is your responsibility to share the information promptly with the Child Protection Officer (CPO), Deputy Child Protection Officer (DCPO) or a member of the Senior Leadership Team, who will ensure the matter is dealt with, which at this school are:

Mrs Leona Hackfath – Headteacher & CPO

Mrs Marina Cawley – Learning Mentor & DCPO

Senior Leadership Team –

Mrs Clair Smith – Deputy Head / Key Stage 2 Leader

Mrs Emma Hill – Inclusion Manager

Miss Tracey Whiting – Key Stage 1 Leader

Miss Dawn King – School Business Manager

If you are concerned about a child or young person or think they need support and no named person is available to report a concern to you should contact the following numbers for advice:

Families First Access Point: (01472) 326292 (Option 2)

Out of Hours MASH team (Multi Agency Safeguarding Hub): 01472 325555

If you are concerned about the immediate safety of a child call the police on 999

The following is not an exhaustive list, but you might become concerned as a result of:

- Seeing a physical injury which you believe to be non-accidental
- Observing something in the appearance of a student which leads you to think his/her needs are being neglected.
- Witnessing behaviour which gives rise to concern
- A pupil telling you that s/he has been subjected to some form of abuse

Always record a written version of your concerns and store in a safe place if no named person is available to pass it on to.

To be completed by ALL workers logging a concern/disclosure about a child's safety and welfare

Child's Name:		Date of Birth:	
Date:		Time:	
Printed name		Signature	
Position/role:			
Note the reason(s) for recording the incident/concern.			
Record the following factually:	Who?		
	What?		
	Where?		
	When?		
Offer an opinion where relevant (how and why might this have happened?) Please ensure that you substantiate your opinion.			
Note action taken, including names of anyone to whom your information was passed.			

Check to make sure your report is clear now - and will also be clear to a stranger reading it next year.

**THIS FORM MUST BE PASSED IMMEDIATELY TO THE DESIGNATED CHILD PROTECTION OFFICER
(OR COVER IN THE ABSENCE OF THE CPO)**