

CALDER HOUSE SCHOOL

CHS: PUTTING YOUNG PEOPLE FIRST

Safeguarding Children and Young People – Essential Good Practice Checklist

Please refer to the Calder House School Safeguarding Policy for more detailed guidance.

What to do:

If you suspect a child or young person has been abused or is at risk of abuse, if a young person confides in you about abuse, or if a complaint is made about your or any other adult's conduct in relation to a young person, **you have a clear duty to immediately** report this concern.

In an **emergency**, where a child or a young person is in **imminent** risk of significant harm and you can't speak to your designated safeguarding lead for child protection (DSL), you must immediately contact the local children's services department or the police, then inform your DSL of your actions as soon as possible. In all other circumstances speak to your DSL or in her absence her deputy.

The DSL at Calder House School is Julie Delahay . The Deputy DSL is **Jason Page**. All staff and volunteers are required to be familiar with the school's Safeguarding Policy and KCSIE Part 1 and Annex A. This is available on the school's shared drive and will form part of induction.

If a child or a young person tells you they have been abused by someone else, you should always:

- Allow the young person to tell you at their own pace what has happened
- Accept what you are told, offer reassurance and do not jump to conclusions or judge the situation
- Advise the young person that you will try to offer help and support but that in order to keep them safe you may have to share this information
- Make careful notes of what was said
- Tell your DSL **immediately**
- Sign, date and forward your notes to your DSL

If you have reasons to be concerned about a child or young person's safety or well-being OR if you receive a complaint or allegation about yourself or any other adult:

- Tell your DSL **immediately**
- Write careful notes of what you witnessed, heard or were told
- Sign, date and forward your notes to your DSL

Remember your role is to refer to appropriate agencies, not to undertake an investigation.



Essential good practice:

You should always:

- Take any allegations or concerns about abuse seriously, make immediate referrals and follow verbal referrals with written confirmation
- Pass written records noting what was said, times and dates, observations, discussions, decisions and actions, to your DSL
- Allow young people to talk about concerns they may have
- Inform the young people who we work with that Calder House School is committed to keeping them safe
- Uphold and apply the school's Safeguarding policy and maintain high standards of professionalism at all times
- Promote general awareness of Calder House School's safeguarding policy and procedures for children and young people
- Treat everyone with dignity and respect
- Treat all young people in the same manner without discrimination
- Set an example of good practice for others to follow and encourage others to challenge behaviour that causes them unease
- Keep colleagues informed about your movements and what you are doing
- Ensure that sleeping accommodation is separate for young people and adults in residential settings
- Alert your line manager if you observe or are the target of inappropriate attention-seeking behaviour – for example, crushes, suggestive language etc
- Ensure you are properly chaperoned when assisting or supervising a child with any personal task or while they are changing.
- Remember that, however well-intentioned your actions are, they may be misinterpreted by others

You should never

- Trivialise, play down or ignore allegations of abuse
- Allow allegations, concerns or suspicions about abuse to go unreported
- Assume that someone else will take responsibility for addressing concerns and making referrals
- Make guarantees about the maintenance of confidentiality
- Play inappropriate physical contact games with young people
- Physically chastise young people
- Abuse your position of trust by forming inappropriate relationships with young people
- Drink alcohol or use illicit substances when young people are in your care
- Make threats, derogatory comments or suggestive remarks to young people, even in fun
- Take photographs of children for your personal use (for photographs related to school, there is a list of children whose parents have NOT given consent for images of their children to be used)
- Use inappropriate language, either verbally or in writing, whether in person, by telephone, text, email or the internet
- Contact any student through your personal social media
- Condone, or allow yourself to be manipulated by, inappropriate attention-seeking behaviour
- Allow or condone bullying
- Assume that your professional standing and/or personal reputation will always protect you



Remember to inform the DSL of your actions. If you are unsure what action you should take, discuss this with your DSL.

DSL for Calder House School Julie Delahay
01225 743566

Deputy DSL for Calder House School **Jason Page**
JasonPage@calderhouseschool.co.uk
01225 743566

In an emergency and if your DSL is unavailable, please call:
Wiltshire Multi-Agency Safeguarding Hub (MASH)
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN
Telephone: 0300 4560108
Out of hours: 0845 6070 888
Email: mash@wiltshire.gov.uk

If a child or young person is in **immediate danger then please dial 999** and ask for police assistance

(Reviewed: September 2018)

