

Safeguarding children and young people

CHILD PROTECTION IS EVERYONE'S RESPONSIBILITY

Every adult working within Retford Post 16 must be aware of the safeguarding procedures.

The Centre refers all safeguarding issues at present to Retford Oaks Academy.

The Academy has six Designated People (Child Protection Officers) to whom concerns should be addressed.

- Heather Widdup
- Andy Tomkins
- Anne Ashley
- Teresa Lewin
- Donna Lloyd
- Chris West

If you can't locate these people then please report your concerns immediately to the Centre reception staff who will then contact a member of the Leadership Group.

There are four categories of abuse.

1. Physical abuse
2. Sexual abuse
3. Emotional abuse
4. Neglect

You may be approached by a young person who wants to talk to you about something which is happening or has happened to them. They tend to choose someone who they know and can trust – not necessarily their tutor or class teacher but someone with whom they have formed a good relationship.

There may be occasions when you have concerns arising from seeing bruises or marks, from what a student says or how a student behaves or from the condition a student is in at school- e.g. hungry, lacking in personal hygiene. If so, speak to a Designated Person.

Disclosure of abuse made by a young person

If approached by a young person wanting to talk, you should listen politely and reassure them. Try to ensure a degree of privacy but always be aware of your own safety as well as that of the young person. Never promise confidentiality, the student must be aware that you will need to speak to a Designated Person.

Whilst this can be a difficult situation for the adult it is important not to let the moment pass – for every young person who finally discloses, evidence shows that they have usually tried up to 12 times before.

Helping the young person when making a disclosure

- Be prepared to listen and reassure – make it clear that it is not their fault and restate this throughout
- Stay calm and controlled throughout
- Do not show revulsion or distress, however distasteful the disclosure

- Do not promise confidentiality or make false promises – e.g. “it will go no further”
- Make it clear that you will have to pass information on to others – but only those who need to know and can help
- Do not question the young person – try to limit your role to listening. If necessary an interview will be conducted later by others
- Inform a Designated Person of the disclosure. **Do not contact home**
- As soon as possible write a first-hand account of what was said and done and pass this on to a Designated Person

It is important to remember that it is not your responsibility to investigate suspected cases of abuse – only to report your concerns and/or disclosure to the Designated Person.

If you have concerns about the welfare of a young person

- It may be that you have concerns about the welfare of a young person, but they have not said anything to you. If so, the first person to speak to is the centre lead for pastoral support- Gemma Murphy
- Abuse or neglect can have a damaging effect on a young person’s health, school work and emotional well-being and therefore you may see deterioration and/or changes in behaviour over time. Such changes do not necessarily indicate abuse or neglect but your concerns should be passed on to the Centre lead for pastoral support
- Do not feel reluctant about passing on information – it may be a small piece in a much larger jigsaw
- Once again your concerns should be followed up in writing
- Pastoral leaders regularly discuss concerns with the Designated People who decide what action is appropriate

Guidance on recording information

You should make a written note (not in pencil) as soon as possible after the disclosure has been made but do not take notes during the disclosure itself. Similar guidelines apply to recording your concerns over a young person’s welfare.

Your notes should include the following information:

- The name of the person making the disclosure/subject of concern
- The date and time when the disclosure was made or concern raised
- Who the disclosure was made to/person raising concern
- The nature of the disclosure/your concerns
- What the young person said or what you actually saw
- What you said or did in response during the disclosure

The notes must be forwarded to a Designated Person as soon as possible.

Dealing with issues of child abuse can be very distressing for the adult to whom the disclosure has been made. You may feel that you need to talk to somebody about your feelings after the event. However, it is very important to remember that specific details, including the name of the person making the disclosure, remain confidential and that it is not possible to identify the young person from other details mentioned in your discussion. In such cases contact a Designated Person, or Sue Bennington, via Retford Oaks-School Counsellor available to staff through self-referral.

If you have any questions about the contents of this leaflet or safeguarding (child protection) in general then please speak to Heather Widdup or another Designated Person.

The Centre has:

- A whole school policy on child protection and
- Guidance for safe working practices for the protection of children and staff in educational settings

The Designated Child Protection Governor is Mr Andrew Knight

Safeguarding procedures



An information leaflet for
adults working with
children and young people
at Retford Post 16 Centre

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