



Safeguarding Children Guidelines for Staff & Visitors Policy

Everyone at Cavendish School works together to ensure that our students are kept safe by contributing to:

Providing a safe environment for our students to learn; and
Identifying students who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and at school.

Guidelines for Staff

If you think one of our students at Cavendish School is in need because they are suffering or likely to suffer significant harm, you **MUST** do the following:

1. Make a note of what you have seen or been told.
2. Don't make assumptions – keep an open mind.
3. Don't ask any leading questions and don't cross-examine the student. Only ask simple and open questions – Who? What? Where? When? Etc.
4. Don't physically examine the child (other than in an emergency when no first aider is available).
5. **NEVER** promise to keep “secrets”. Explain that you can listen to them, but make it clear that if you perceived that they are in any danger of harm then you will have to seek advice because you have a duty to protect children and young people. Reassure them that they can be helped and kept safe.
6. Maintain confidentiality for the child or young person. It is vital that you never ring home or contact Children's Social Care services yourself – that is the role of the Designated Person.
7. Be discreet – do or say nothing that may place the child or yourself at risk.
8. **Act quickly and share the information with your Designated and / or Deputy Designated Person for Safeguarding at**

Cavendish School. They are:

DESIGNATED PERSON: SARA CRAGGS

DEPUTY DESIGNATED PERSONS:

PAT SHAW / ANNE MARIE BEALE / JASON DORNELLY /
DEBBIE SYCAMORE / CHERYL STEPTON

Please inform **Sara** in the first instance or Pat, Anne or Debbie if she is not available.

9. If none of the Designated Persons stated in above paragraph are available and you are extremely concerned about the safety of one of our students, contact Cheryl Stepton.
10. If the disclosure of your concern relates to a member of staff, this must as soon as possible be shared with the Designated Person and nothing should be said to the colleague involved.

If you are in any kind of doubt about the procedures for Safeguarding Children and Young People then please see Sara Craggs or Debbie Sycamore straight way.

**KNOW YOUR PROCEDURES – THEY ARE YOUR BOUNDARIES.
THEY ARE THERE
TO PROTECT YOU AS MUCH AS TO PROTECT CHILDREN**

The school's Safeguarding Policy contains more detailed information about safeguarding children and can be viewed in the Human Resources office. All staff and volunteers should protect themselves by following the school's code of conduct for staff. Safe professional practice is vital for ensuring that they do not place themselves at risk.

Cavendish School

Sara Craggs
Head Teacher

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