

## 05. Roles and Responsibilities

**It is the duty and responsibility of all involved in the care of young people at Gresham's School to recognise and exercise the trust placed in us, ensuring that the best interests of the child/young person are always paramount, and that Safeguarding is the responsibility of all staff and volunteers working with our pupils.**

### The Designated Safeguarding Leads

- Mrs Julie Flower, Director of Pastoral Care (07900 608642), is the Designated Safeguarding Lead, Mr Christopher Cox, Teacher and Head of History department (07823321834), and Mr Will Chuter, Deputy Head Pastoral (07795571556) is the Alternate Safeguarding Lead. They have responsibility for contacting the Children's Services to register concern about a child's welfare and implementing measures relating to Child Protection. Mrs Julie Flower is the first point of contact for parents, pupils, all staff and external agencies in matters of Child Protection. She has ultimate lead responsibility for safeguarding. Mr Christopher Cox and Mr Will Chuter are fully trained to stand in for the DSL at any time. Their responsibilities are to:
  - Be conversant with Local Safeguarding Children Board procedures
  - Consult and refer cases under Local Safeguarding Children Board procedures
  - Consult the Children's Services department on issues such as informing parents, informing other children or staff, seeking medical help, if an allegation or suspicion occurs
  - Organise training on Child Protection within the School, for staff and senior pupils
  - Attend training every 2 years.
  - Keep the Head informed if appropriate
  - Be aware of the role of other agencies
  - Cooperate as fully as possible with Police and Children's Services investigations - and ask to participate in their planning meetings if appropriate
  - Keep appropriate records
  - Support staff
  - Be available for staff in person during School hours, and by mobile at all other times. Advise staff of absence from School and availability of ASDSLs
  - Monitor and evaluate the effectiveness and implementation of the School's Child Protection Policy
  - Meet regularly to discuss Safeguarding and Child Protection matters, and any pupils who may be cause for concern.
  - The Designated Safeguarding Lead will inform the initiating member of staff about the action taken.

### Teaching Staff

- Teachers bring a number of advantages to the recognition of child abuse:
- They have regular and frequent opportunities to observe children and changes in their behaviour.
- They have an ongoing relationship with children who may confide in them about difficulties.
- They have wide knowledge of the wide range of behaviour likely to be seen in children of a particular age.
- They have opportunities to observe the response of a group of children to particular situations. They will therefore be sensitive to surprising or unusual responses.

### All Staff

Every member of staff including volunteers working with children at our school are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

Whilst the Data Protection Act 1998 places duties on organisations and individuals to process information fairly and lawfully, it is not a barrier to sharing information where the failure to do so could result in a child being placed at risk of harm. Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children's Services immediately. **Anybody can make a referral.** If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Head. Concerns should always lead to help for the child at some point.

Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Services, or the police if:

- The situation is an emergency and the DSL, the Alternate DSL and the Head are all unavailable;
- They are convinced that a direct report is the only way to ensure the pupil's safety.

Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Head or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point should contact Children's Services directly with their concerns.

A referral to Children's Social Care should be responded to by Children's Social Care with 24 hrs. Staff must follow up a referral if information is not forthcoming.

Staff wishing to raise concerns about safeguarding practices within the School should speak directly to the DSL or the Headmaster, or any other member of the SLT; such concerns will be taken seriously. The NSPCC whistle blowing helpline is available for any staff who do not feel able to raise such concerns: 08000280285 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

#### Helping a child who wants to tell you about his/her abuse

- Staff should remember that the priority is to protect the child. The matter should be taken seriously. React calmly, listen carefully, observe but do not judge. Don't stop the child who is freely recalling significant events. Reassure the child that s/he has done the right thing in telling you. Indicate the action you will take and make it clear that you will have to tell the Designated Safeguarding Lead (no secrets). If the child comes back to talk at a later stage s/he should be told that you cannot comment or advise as that might affect his/her security, but you can listen. Bear in mind these 'must nots':
- Do not drag the child to the Designated Person

- Do not yourself contact the parents
- Do not interrogate the child or ask leading questions
- Do not speak to anyone about whom allegations are made, including colleagues
- Do not promise confidentiality
- Do not ask a child outright if s/he or others have suffered abuse
- Avoid criticising the alleged perpetrator