

The DSL will decide if a referral needs to be made to the SPoA or LADO in East Sussex. If necessary, you may refer the student to these services but you must inform the DSL as soon as possible.

If a student is in immediate danger, you must make a referral to Children's Social Care and/or the Police **immediately**. Remember, there is a difference between a concern and a child being in immediate danger.

No concern is too small. Staff often have concerns with little evidence but often these can contribute to a bigger picture, resulting in a serious cause for concern. It is vital you report concerns to the DSL at the earliest stage possible.

What to do if a student discloses information to you

Do:

- ✓ treat the student as an individual, with respect and dignity
- ✓ be thoughtful about your language choices and tone of voice
- ✓ reassure them that this is the right thing to do
- ✓ make sure the student feels secure and inform them of your next actions
- ✓ make notes of your discussion, including the date and time.

- ✓ record the discussion using the student's own words
- ✓ listen carefully and let the student finish without interrupting them
- ✓ make sure they know exactly what is happening next and why you need to tell another adult.

Do not:

- ✗ promise the student you won't tell anyone
- ✗ ask leading questions or probe for more information – let the student tell you exactly what they choose to and no more.

Concerns about staff members

Any concerns about other staff members and their safeguarding practices should be raised with the Headteacher. These will be taken seriously and thoroughly investigated. The school also has a Whistleblowing Policy

Useful contacts

DSL: [Aaron Sherwood, Headteacher](#)

head@bowdenhouseschool.towerhamlets.sch.uk

Deputy DSLs: [Esme Anderton & Lindsey Haworth](#)

[eanderton@](#) and [lhaworth@](#) followed by the school e-mail address

The Safeguarding & Protection of Children Policy is on the Staff Shared Drive & in 3 hard-backed folders

Bowden House School

Safeguarding & the Protection of Children guidelines for staff – what do you need to know?



Your responsibilities

As a staff member at our school, you are responsible for safeguarding and promoting the welfare of every student.

As part of your responsibility, you must be aware of the different safeguarding concerns; how you can identify those at risk; who you need to report concerns to and how and the process for making referrals including early help.

If a student discloses any information to you, you have a responsibility to report this.

You must also ensure that you read, understand and keep, a copy of Part One of the 'Keeping Children Safe in Education' (KCSIE) guidance.

Types of abuse and neglect

physical abuse – a child suffers physical harm or injury, e.g. through hitting. This can also involve fabrication of an illness by their parent/carer or family member

emotional abuse – a child receives emotional maltreatment which causes adverse effects on their development, e.g. by being told they are worthless

sexual abuse – a child is forced or enticed into taking part in sexual activities in which they do not give consent whether or not they are aware of what is happening

neglect – a child's basic physical and/or psychological needs are consistently not met, resulting in serious impairment of their health or development, e.g. by providing inadequate food/warmth/love.

Other safeguarding concerns

You must be aware of additional safeguarding concerns, including the following:

- FGM
- forced marriage
- Child Sexual Exploitation (CSE)
- radicalisation
- peer-on-peer abuse
- bullying, including cyberbullying
- children missing education
- serious violence/HBV
- homelessness

You should always adopt an 'it can happen here' attitude towards safeguarding matters.

Online safety

The internet poses harmful risks for children through sexual grooming, abuse and exploitation, cyberbullying, sexting and access to inappropriate material.

All staff must be aware that their safeguarding responsibilities extend to protecting students from putting themselves or others, at risk online. For more information on your responsibilities, procedures, acceptable use and how you can ensure students stay safe online, refer to the school's [ICT Acceptable Use Policy](#).



Spotting the signs

Child abuse or neglect can manifest itself in many ways. Some indicators may be physical, such as marks and bruising or evident through their appearance, such as clear weight loss.

Abuse or neglect can also be presented through change in a student's behaviour – an unwillingness to change for PE lessons, displaying aggression, becoming withdrawn or losing friendships.

If a student discloses to you that they have been subjected to abuse or they ask for advice on matters which raise concerns, it is imperative that you act on this.

Use the following list as a guide for common indicators:

- **physical** – unexplained or hidden injuries/bruises, lack of medical attention
- **emotional** – displaying younger behaviour, nervousness, sudden underachievement, attention-seeking, stealing, lying
- **sexual** – showing an obsession with sexual activities (through play, work, drawings, etc.), being sexually provocative, disturbed sleep, nightmares, bedwetting, secretive relationships with others
- **neglect** – appearing uncared for or unhappy, becoming withdrawn or aggressive, displaying injuries, ongoing health problems.

This list is not exhaustive and each one should not be viewed in isolation – multiple issues often overlap each other. For more information on the indicators of specific safeguarding issues, such as FGM, CSE and others, refer to the [Safeguarding & the Protection of Children Policy](#).

What to do if you have a concern

KCSIE requires all schools to have a DSL and Deputy DSL(s). If you have a concern, you must raise it with the DSL – you should know who he is and inform a Deputy DSL if the DSL is unavailable.

You must report all concerns in line with the school's [Safeguarding & the Protection of Children Policy](#) which includes a flowchart of contacts

