

APPENDIX B

CHILD PROTECTION PROCEDURE

"Because of their day to day contact with individual children during school terms, teachers and other school staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop."

Working Together Under the Children Act 1989.

GUIDING PRINCIPLES

1. At all stages the protection of the pupil must be a priority.
2. When a pupil discloses information to you:
 - Be calm
 - Listen carefully
 - Accept what is said
3. Where alleged child abuse is concerned it is not possible to guarantee confidentiality. Instead, carefully explain your need to share information with the Child Protection Coordinator.

PROCEDURE

You have a concern about a pupil because:

- a) A pupil has disclosed information to you that causes you to suspect they are at risk.
- b) You have observed injuries that the pupil has not satisfactorily explained.
- c) The pupil's emotional and or physical condition is disordered.

STEP ONE:

Make a note of what you have observed, or the information disclosed to you including times and dates, at your earliest opportunity.

STEP TWO:

Speak, as soon as possible, to the CLC manager, who will contact the Child Protection Coordinator:

Using your notes, give your information to the Child Protection Coordinator who will then act according to Halton Child Protection Procedures (1998).