



NOTTINGHAM ACADEMY
PRIMARY

Education Child Protection Booklet

**Child protection information for all staff,
volunteers and agency workers in schools,
colleges and all settings where children receive
formal education.**

This leaflet provides an overview of child protection and your broad responsibilities. It is not intended to replace the need for staff to know the relevant policies and procedures.

Definitions

'Staff' includes all adults working with children, in whatever capacity or setting, paid or unpaid.

'Children' includes children and young people under the age of 18.

'School' Includes any setting where children/young people receive formal education.

Staff in schools are well placed to notice possible signs of abuse because of the daily contact with children.

All staff are responsible for reporting concerns about a child. Failure to do so could result in disciplinary action.

All schools have a Designated Safeguarding Lead (DSL) to whom all concerns should be reported to. In their absence, there will be an appointed deputy or deputies for child protection to whom you should report to.

Child abuse means

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Of a child or young person under the age of 18.

Signs of abuse

Obvious and sudden, such as:

- An injury
- A child tells you they have been ill-treated (a disclosure)
- A child is showing concern about the way an adult is behaving towards them
- A child tells you about another child who is being mistreated
- An adult tells you they are concerned about the abuse of a child

Part of a picture over a longer period such as:

- A child who is regularly dirty, unsuitably clothed or hungry
- A child who is showing unusual behaviour for their age
- Deterioration in work or lack of interest
- A child who is isolated, distressed or angry

What you should do?

- You must immediately report any concern about a child to the DSL
- Record what has been noticed or said and sign and date it. Give this to the DSL as soon as possible.
- Keep what has happened confidential & inform only those who need to know
- It is not your job to investigate concerns about a child or talk to the parents.

If a child tells you about abuse (makes a disclosure)

- Treat what the child tells you seriously
- Reassure the child they have done the right thing by telling you
- Do not question the child or put words in their mouth
- Do not promise to keep what they have said a secret
- Tell the child you will have to pass on what they have said
- Do not speak to the child's parents
- Immediately report the information to the DSL

What happens next?

- The DSP will gather information and decide whether to refer to Children's Social care
- The social work team will decide on further action
- The DSL may provide some brief feedback
- If you feel you cannot report the concerns to the DSL or their appointed deputy you must still take action and report concerns to the Headteacher.
- If the Headteacher is the DSL, you can contact the Children's Duty Team of the Children and Young People's Service on;

0115 8765600

Concerns about the conduct of a member of staff

- You must report to the Headteacher or DSL if you have any concerns about a member of staff or a volunteer that may be a risk to children.
- If the concern is about the Headteacher or a DSL, the Executive Principal or Central Team (Senior Director of HR) should be notified.
- Record what you have noticed or what has been said and sign and date it.

**KEEP THE MATTER
CONFIDENTIAL**

- Would you like support for a child?
- Do you need advice for a family?
- Are you concerned about a child?
- Don't know who to call?

Call us...

Children & Families Direct
0115 876 4800

candf.direct@nottinghamcity.gcsx.gov.uk

Children & Families Direct is the easy way to access family support and safeguarding services within Nottingham City. Advisors will connect your call directly to the service you need.

Opening hours are 8:30am – 5:00pm

Outside of these hours only emergency safeguarding calls will be taken.

Designated Safeguarding Lead & Deputies



Jo French
Primary Principal
 07753311396



Penny Theodosiou
Deputy Principal
 07736194780



Flo Kelly
Safeguarding Lead
 07789644656



Nicola Atherley
Senior LM
 07795812770



Samina Mahmood
 Senior LM



Sam Bashir
 Learning Mentor



Simone Lineker
 Art Teacher



Sarah-Jayne Brooks
 Learning Mentor



Heather Davison
 School Counsellor



Andrew Staszkiwicz
 Interim Assistant
 Principal



Debbie Holmes
 Class Teacher



Sophia Sadiq
 Learning Mentor



Amy Birkhead
 Admin Manager
 / PA to Principal



Rosemary Hayes
 Attendance Officer