

Child Protection Guidelines for Non-teaching Staff 2014-2015.

Pupils tend to interact well with non-teaching staff. These guidelines are designed to clarify the routes that should be taken if any non-teaching member of staff has child protection concerns about a pupil.

If a non-teaching member of staff has child protection concerns about a pupil, information should be given only to strictly relevant people. This information is of a sensitive nature and should be treated with a high level of confidentiality. In the first instance any of the following staff members should be informed:

- Headteacher – Alastair Ogle
- Senior Designated Teacher for Child Protection – **Barney Rimmer**. Other Designated members of staff are –**Gill Dowler (WP&N)**
- Every child protection case is different, but there are few fundamental pointers which should be followed in every instance. If a pupil does disclose information it is important to follow these basic pointers which are in line with the Alderman Peel High School child protection policy (see Child Protection policy).
- Never tell a child that their disclosures or your subsequent concerns can be kept confidential. The child should be made aware before disclosing information that any concerns would have to be passed on to the relevant staff members.
- Make brief notes at the time so that all aspects of the meeting are clearly recorded.
- Listen to the child and don't interrogate them. Try to reassure the child and empathise with them.
- Explain what you have to do next and who you have to inform.
- Make sure that you continue to support the child if you feel comfortable doing so. If a child has disclosed information to you then they obviously feel that you are approachable.
- Don't under-estimate the impact of child protection issues. Don't be afraid to seek support.

For more extensive guidelines, including signs and symptoms of abuse, see the child protection policy or alternatively feel free to come and have an informal chat with me.