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**Belmont Castle Academy**



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**Child**

**Protection**

**Procedures**

An information leaflet  
for volunteers and  
visitors to the academy

Autumn 2019

# Child Protection Procedures

As a visitor in our academy, either as a helper, supply teacher or someone who has come to work with our children in any other capacity, it is important that you are aware of our Child Protection Procedures.

As required we have a designated Child Protection team who are Principal, Vice Principal and Safeguarding and Welfare Officer.

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone that they trust or know well and this will not always be their own class teacher. It may be someone that reads to them regularly and with whom they have formed a good relationship.

There may, however, be occasions when you have cause for concern either about marks or bruises on a child, something that they say, or the condition that they are in at the academy e.g. dirty, smelly or hungry.

## Disclosure of abuse by a child

If a child wishes to talk you should listen positively and reassure the child. If you can, try and ensure a degree of privacy, but this may not always be possible.

**Whilst this may be an alarming situation to find yourself in, it is important not to let the moment pass – for every child that does finally disclose information, evidence shows that they have usually tried up to 12 times before.**

## Helping the child when abuse is disclosed:

- Be prepared to listen and comfort
- Do not show revulsion or distress, however distasteful events are
- Stay calm and controlled
- **Do not make false promises i.e. that you will keep the abuse a secret or that no-one else will be involved**
- **Do not question a child; try to limit your involvement to listening.**

**Remember it is not your responsibility to investigate suspected cases of abuse, only to report them to the designated person immediately.**

## Guidance for recording information

You should record your concerns as soon as possible on a CP Alert form ( which is kept in every class room) and any note must include the following:

- The nature of your concern
- What is the evidence that led to the concern
- What the child said if a discussion has taken place
- What you did or said in response

It may be that you have a concern which feels very vague and would simply like to discuss your concerns with the designated Child Protection person, please feel free to do so.

It is important that you do not feel afraid about passing on concerns. The information may be a small piece in a bigger jigsaw and help to get a better understanding of what is happening for that child.

## Belmont Castle Academy

**Designated Child Protection people:**

**Principal – Mark Jones**

**Vice Principal – Nella Murthen**

**Safeguarding and Welfare Officer – Angela Rawlings**

**Whilst we have focussed on issues surrounding children we would stress that if you have any concerns or worries regarding the behaviour of adults within the academy that you follow the same procedures as detailed about.**