

## CHILD PROTECTION

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure that you understand what is expected of you. Please ask if you are not clear about anything and keep the leaflet in a safe place so that you can read it again if you need to.

If you are worried about the safety of any young person in this school, you must report this to the person designated for Child Protection in the school.

## FIRE PROCEDURES

In the event of the fire alarm sounding all visitors plus:

- associate teachers
- peripatetic music teachers
- daily cover Teaching Assistants
- daily supply staff  
(not allocated a form group)

should assemble on the right hand side of the assembly area adjacent to the all weather pitches. Invigilators should follow the specific fire evacuation procedures given in their training.

## SAFEGUARDING

### IN EDUCATION TEAM

**Damian Owen - Chief Executive Officer**

**Mike Lea - Academy Headteacher**

m: 07736 474228 - Ext. 1103  
e: MLea@wrhs1118.co.uk  
Room Number: A0/33

**Morresa Connolly - Deputy Headteacher  
Designated Safeguarding Lead**

m: 07825 279294 - Ext. 1107  
e: MConnolly@wrhs1118.co.uk  
Room Number: A0/88

**Sharon Allen - Senior Child Protection Officer**

t: 0161 861 9727 - Ext. 1128  
e: SAllen@wrhs1118.co.uk  
Room Number: A1/33

**Hannah Kaira - Safeguarding Officer**

t: 0161 861 9727 - Ext. 225  
e: HKaira@wrhs1118.co.uk  
Room Number: A1/33

**Lorna Pearson - Safeguarding Officer**

m: 07789 723852 - Ext. 1141  
e: LPearson@wrhs1118.co.uk  
Room Number: A1/34

**Sofia Zarar - Assistant Headteacher/SENCO**

e: SZarar@wrhs1118.co.uk - Ext 1125  
Room Number: A1/26

**cpteam@wrhs1118.co.uk**

**Whalley Range 11-18 High School  
Greater Manchester Education Trust**

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Manchester, M16 8GW  
**T:** 0161 861 9727 **W:** www.wrhs1118.co.uk

**Mike Lea - Academy Headteacher  
Damian Owen - Chief Executive Officer  
Peter Mullholland - Chair of Governors**

**Whalley Range 11-18 High School**

Greater Manchester Education Trust



## CHILD PROTECTION AND SAFEGUARDING

### ADVICE FOR

- **SUPPLY TEACHERS**
- **INVIGILATORS**
- **ASSOCIATE TEACHERS**
- **VISITORS**



# What are my responsibilities as a Supply Teacher/Invigilator/Associate Teacher?

All those who come into contact with children through their every day work whether they are permanent staff or temporary staff, have a duty to safeguard and promote the welfare of children.

In this school we have a Child Protection Policy which can be collected and signed for from reception.

## WHICH CHILDREN NEED PROTECTION?

You may become aware whilst working with a child that there are some problems at home or elsewhere that give you cause for concern.

You may notice unexplained marks or bruising, or changes in the child's behaviour or demeanor.

Sometimes children display aggressive behaviour, become withdrawn and uncommunicative or unable to concentrate.

They may be discussing inappropriate topics with their friends about life outside of school hours. You may hear something which raises concern about a student's safety or they may be expressing extreme views on a particular topic.

## WHAT SHOULD I DO IF I AM WORRIED ABOUT A CHILD?

We have a number of designated people specially trained in Child Protection who will know what to do. Their names and contacts are overleaf. You should find out who they are and report your concerns to them **immediately**. They will deal with the matter in an appropriate way.

## WHAT SHOULD I DO IF A CHILD DISCLOSES THAT SHE IS BEING HARMED?

Although the likelihood of this is small, it is important to know what to do in such an eventuality.

- Listen to the child, without making judgements.
- Take what they tell you seriously, children rarely lie about such matters.
- Explain that you can't keep the information secret and must pass it on to someone who will know what to do.
- **Don't** interrogate the child and ask leading questions.
- Try and convey to the child that they are not to blame for what has happened, though at the same time avoid criticising the abuser.
- Don't make promises that you can't keep but tell the child what you are going to do.

## WHAT SHOULD I DO NEXT?

Make a record of the name of the child, what she said (in her own words), date, time and place. Find a designated person immediately to pass the information on (see over).

## WHAT SHOULD I DO IF THE ALLEGED ABUSER IS A MEMBER OF THE SCHOOL STAFF?

You should report such allegations to the Academy Headteacher. If the allegation is about the Headteacher contact the Chief Executive Officer.

## HOW DO I ENSURE THAT MY BEHAVIOUR IS ALWAYS APPROPRIATE?

Appropriate relationships with children should be based on mutual trust and respect.

Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject them. You should however, be careful about touching pupils.

Avoid being over familiar as this can be misinterpreted by a young person.

If you are working with a student on her own, always ensure that the door is left open or that you can be visible to others.

Never make arrangements to meet a student on their own outside school hours without school or parental permission.

Do not photograph students, exchange emails or text messages, or give out your personal details.

Respect personal space and don't lean too close to a student when you are in class or helping them around school.

