

Information Sheet for Temporary Workers at Looe Community Academy

Please note: This summary sheet should be provided to all temporary workers who have been engaged to work on supply or any other short contract (even for only a day) as an integral part of their induction.

As an adult working in this Academy you have a duty of care towards all students. This means you should act at all times in a way that is consistent with their safety and welfare. If you have a concern about a child or young person, particularly if you think they may be suffering or is at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead (DSL) or Cover DSL, who are:

Name and contact number of DSL: Helen Casson – Ext 125

Name of Cover DSL: Heather Jenkins, Kate Jackman, Judy Richardson

The following is not an exhaustive list but you might become concerned as a result of:

- Seeing a physical injury which you believe to be non-accidental;
- Observing something in the appearance of a student which leads you to think their needs are being neglected;
- Witnessing behaviour which gives rise to concern from a student or an adult;
- A student telling you that they have been subjected to some form of abuse.

DOs and DON'Ts

- If you are concerned you must **immediately**
 - record your concerns on a referral form which is on the back of this sheet.
 - date and sign the account.
 - hand the form personally to the DSL or a Cover DSL.
- If a student talks to you about (discloses) abuse you **should**:
 - listen carefully without interruption.
 - only ask sufficient, open questions to clarify what you have heard.
 - make it clear you are obliged to pass the information on, but only to those who need to know.
- You **must not**:
 - investigate or 'lead' the student in any way.
 - ask the student to repeat the disclosure to anyone else in the Academy.
 - ask him/her or any other student to write a 'statement'.
- You must not inform parents.
- You are not expected to make a judgement about whether the student is telling the truth.
- You must not discuss the situation with anyone other than the DSL or a Cover DSL in their absence.

If the behaviour of another adult in the Academy gives rise for concern you should report it to the named senior officer who is **Heather Jenkins**. If it is about the named senior officer, you should speak to the **Chair of Governors (Marie Long)**.

Remember – share any concerns, don't keep them to yourself

