CONTINUED...

- State exactly what you said and include the actual words spoken by the child where possible.
- Your information should be factual. Distinguish between fact and your professional opinion.
- If you record your professional opinion, make it clear what your opinion is based on (e.g. 'Harry appeared to be frightened. He was shaking and he told me that ...')
- Make a note of what you have done with this information (e.g. 'I consulted the Designated Safeguarding Person.')

WHAT NEXT?

If you have done all of the above you can leave the rest for the school to sort out. The Designated Safeguarding Person will decide if this is a case that must be referred to an outside agency and if so, will follow all the correct procedures from here on.

We are aware that being in receipt of an allegation can sometimes be distressing. We will give you the opportunity to talk about your feelings, which often helps and we will provide any support that is required. It is important to remember that the child's details are confidential and must not be spoken about outside of the school to protect the child's identity.

You are welcome to read our Child Protection/Safeguarding Policy, a copy of which is displayed outside the office and on our schoo website. If you would like more information, please do not hesitate in speaking to one of the Designated Safeguarding Persons.

"SAFEGUARDING AT TCS"

OTHER IMPORTANT INFORMATION:

FIRE PROCEDURES – Follow the route shown on the back of the classroom door you are in, or go to the nearest exit. Assemble in the school yard (middle yard).

Muster Point



FIRST AID

Named First Aiders: Miss Kaitlin Dennis, Miss Cath Rees-Lowe, Mrs Rohima Miah and Miss Gina Melville.

Townhill Road,
Townhill,
Swansea,
SA1 6PT
01792 516370

Townhill.CommunitySchool@swansea-edunet.gov.uk

CONTACT US

Townhill Community School

"Putting Children First"

SAFEGUARDING AT TCS

If this is your first visit to Townhill Community School then the Headteacher, Mr Peter Owen, would like to extend a warm welcome to you.

Whatever your reason for being here, we hope that your time with us will be profitable. We ask all first-time visitors to spend a little time reading this information leaflet which is designed in accordance with our safeguarding procedures.

At Townhill Community School we have rigorous child protection procedures based on a clear policy, designed to make sure children and young people are safe and feel safe.

All staff are inducted into our safeguarding procedures and receive child protection awareness training according to Local Authority guidelines. We take seriously our responsibility in:

- Preventing children being neglected/abused
- Identifying signs and symptoms
- Recording incidents, issues and concerns over time

Townhill Community School

"Putting Children First"

“WHAT DOES SAFEGUARDING INCLUDE?”

Safeguarding is not just about protecting children from deliberate harm. It includes:

- Pupils' health and safety
- All aspects of behaviour such as bullying, racist and homophobic abuse, harassment and discrimination
- Use of physical intervention
- Meeting the needs of the pupils with medical conditions
- Providing first aid
- Drugs and substance misuse
- Educational visits
- Internet safety
- School security



YOUR SAFEGUARDING RESPONSIBILITY AT TCS

Whilst you are with us in school, you also have a responsibility for children's safety and well-being. It is possible that during your visit, especially if you will be in the school on a regular basis, you might come across some safeguarding issues. It is even possible that a child might choose you as the person they would like to speak to about something that is happening to them. You might become aware of marks or bruises on a child, something odd that they say or that personal hygiene is not as it should be.

DESIGNATED SAFEGUARDING TEAM AT TCS



MISS ANNA RUSCITTO
FAMILY LIAISON OFFICER/
DESIGNATED SAFEGUARDING LEAD
(DSL)



MR PETER OWEN
HEADTEACHER
(DSP)



MRS LEAH GADD
DEPUTY HEADTEACHER
(DSP)

Townhill Community Scho

“Putting Children First



“WHAT IF A CHILD SHOULD DISCLOSE TO YOU?”



It is important to make it clear to pupils that any disclosure they make will be treated with sensitivity, but may need to be shared with other professionals e.g. 'I will only tell those people who need to know.' Be prepared to listen and show concern. Do not put words into the child's mouth e.g. 'Do you mean your Dad...'

Further information may be gathered by using TED questions.

- Tell – Tell me a little bit more about it. Can you tell me something about what happened?
- Explain – Can you explain a little bit more? Can you explain what happened?
- Describe – Can you describe what happened?

Pass this information on verbally in the first instance to the Designated Safeguarding Person. Record the date and time of the record being made, remember to include the year.

The school has 'My Concern' the online recording system available. Your record will be put on MyConcern

Article 19: "You have the right to be protected from being hurt and mistreated, in body or mind." (UNCRC)