

Whitmore Primary School and Nursery  
Whitmore Way,  
Basildon  
Essex  
SS14 2TP

Tel: 01268 520435  
Fax: 01268 289673

**Whitmore Primary  
School and Nursery**



# **CHILD PROTECTION PROCEDURES**

An information leaflet for  
volunteers and visitors to the  
school

**Whitmore Primary School and  
Nursery**

---

# CHILD PROTECTION PROCEDURES

As a visitor in our school, 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 Officer who is Catherine Baker, Headteacher and in her absence you need to address any concerns to Val McDermott, Home School Liaison.

It may be that you are approached by a child who wants to talk to you about something that has happened/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 who reads to them regularly and with whom they have formed a good relationship.

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

## Disclosure of abuse by a child

If you are approached by a child wanting to talk, you should listen positively and reassure the child. If you can, try to 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, eg, 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 and any note should include the following:-

- The nature of your concern
- 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 Officer, 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.

**Whitmore Primary School and Nursery**

**Designated Child Protection Officers:**  
**Miss Gemma Bray (Inclusion Lead)**  
**Mrs Nina Kemp (Headteacher)**  
**Mrs Carolyn Hunt (Deputy Headteacher)**

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