New Seaham Academy

Child Protection Policy Summary 2026-2027

Reviewed: September 2026

Next Review Date: September 2027

This booklet is a summary from our Child Protection Policy drawn up with reference to the Children Act 1989, the Area Child Protection Committee and the Durham Local Authority Guidance relating to child protection.

This summary is to provide a quick reference and further information can be found in the full Safeguarding Policy which is reviewed annually and which is published on the school's website: New Seaham Academy - Home

Child Protection issues may relate to neglect and hidden harm, physical injury, sexual abuse or emotional abuse. Please refer to the full policy for a full list of definitions and signs.

ROLES AND RESPONSIBILITIES

Designated Staff with Responsibilities for Child Protection

Designated Lead for CP	Mr S. Bilton	Headteacher/ DSL
Designated Teacher for CP	Mr A. Richardson	Deputy Head/ DSL
Additional Teacher for CP	Mr T. Spinks	SENDCO/ DSL

The above people are responsible for:

- Making referrals to appropriate agencies
- Liaising with those agencies to ensure correct procedures are followed during investigations
- Maintaining full records for case conferences etc.

Headteacher

The head teacher is responsible for establishing an ethos where children feel able to disclose fears and to ensure effective and discreet management of such.

Staff, Support Staff. Volunteers and Helpers

These people are responsible for:

- Upholding the school's 'telling' ethos
- Acting promptly to refer disclosures having discussed issues of confidentiality with the pupil.

Parents

Parents are responsible for:

- Respecting and valuing their child as an individual
- Supporting the school as a 'safe' environment and taking appropriate action.

Children

Children are responsible for:

- Supporting fellow pupils
- Being honest in any disclosures made and to behave responsibly according to the rules of our school.

PROCEDURES

1. **Receiving Disclosure**
   - Listen without leading, asking only to clarify what is said.
   - Do not promise confidentiality and explain 'need to know'.

2. **Responding to Disclosure**
   - Note child's demeanour and wording.
   - Refer as soon as possible to a designated member of staff.

3. **Acting on Concerns of Non-Accidental Injury**

- Make a note of any possible marks.
- Do not make enquiries of parent/carer, other children or staff.
- As soon as possible, speak with the Head Teacher or other designated member of staff.

DO

- Report all health and safety issues without delay.
- Keep students safe and protect them from physical and emotional harm.
- Look after yourself.
- Treat everyone with respect.
- Provide the positive example you would want others to follow.
- Work with another appropriate adult in planned activities wherever possible.
- Risk assess all situations when you are working alone with a student and make sure you are seen and/or heard by others.
- Respect people's right to personal privacy.
- Create an environment in which people feel comfortable in pointing out attitudes and behaviours they don't like.
- Report and challenge all inappropriate and/or abusive activities such as ridicule or bullying.
- Familiarise yourself with your school code of behaviour.
- Report any gifts you receive and complete a declaration if the value exceeds £20.
- Give gifts to students only as part of an agreed reward system or as a whole class end of term treat.
- Follow procedures for reporting all allegations against staff, carers and volunteers. See p22 Section 6 of Safeguarding Policy on our website New Seaham Academy - Home

- Use your position to gain access to information for your own advantage or another's detriment.
- Intimidate, threaten, coerce or undermine anyone.
- Play games or have physical contact with students that are inappropriate.

DON'T

- Jump to conclusions about people's behaviour without checking facts.
- Investigate any allegations yourself.
- Make suggestive remarks or gestures, tell jokes of a sexual nature or engage in inappropriate verbal banter.
- Create a personal relationship with a student where one does not already exist.
- Give any personal details about yourself or others to a student unless you have agreed this with the head teacher.
- Allow any student to access any of your personal accounts on social networking sites.
- Rely on your good name to protect you – it may not be enough.
- Believe that an allegation could not be made against you – it could.