

The purpose of Rutlish School's safeguarding policy is to ensure every young person who is a registered student at our school is safe and protected from harm. This means we will always work to:

- Protecting young people from maltreatment
- Preventing impairment of young people's mental and physical health or development
- ensuring that young people grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all young people to have the best outcomes.
- Be alert to the fact that extremism and radicalisation is broadly a safeguarding issue where a young person or young people may be at direct risk of harm
- Be aware of specific risks such as child sexual exploitation, domestic violence and female genital mutilation, sexual harassment or violence, county lines, online abuse, peer to peer abuse
- Undertake that role so as to enable young people at our school to have the best outcomes.

The school policy gives clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school.

Our school fully recognises the contribution it can make to protect young people from harm and supporting and promoting the welfare of all young people who are registered students at our school. The elements of our policy are prevention, protection and support.

The school may need to refer to an outside agency or seek other professional advice.

**Merton MASH: 020 8545 4226 or 020 8545 4227**

**(Out of hours: 020 8770 5000)**

[mash@merton.gov.uk](mailto:mash@merton.gov.uk)

Police: 999 or 101

## Handling Disclosures

School staff will:

### Stay Calm

**Listen** carefully to what is said

**Do not promise to keep secrets** - find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others

**Allow** the child/young person to continue at his/her own pace

**Ask questions for clarification only** - always avoid asking questions that suggest a particular answer

**Reassure** the child/young person that they have done the right thing in telling you and that you believe them

**Tell them** what you will do next and with whom the information will be shared (a member of the Safeguarding Team)

**Record in writing** what was said, as soon as possible, using the child/young person's own words - note date, time and names mentioned, to whom the information was given and ensure that all records are **signed and dated**

**Follow the child protection procedures** without delay

## Handling Concerns

Sometimes staff will become concerned about a child/young person's behaviour or injuries but the young person may not have said anything to suggest that they have been abused. Staff will:

- Be available and prepared to listen
- Not keep information to themselves
- Discuss concerns with a member of the safeguarding team
- Send a written record of their concerns to the safeguarding team
- Not rely on someone else to take action; refer their concerns

# SAFEGUARDING and CHILD PROTECTION PROCEDURES



**R6**  
**WIMBLEDON**  
United in Excellence

## Information Leaflet

**If you have a concern, please pass this on.**

**Acting Designated Safeguarding Lead:**

**Ms R Doherty**

**Designated Safeguarding Lead: Mr R Giles**

**Deputy DSL: Mrs D Wildman**

**Additional Deputy DSL: Ms R Doherty, Ms J Hyland, Mr A Mingle**

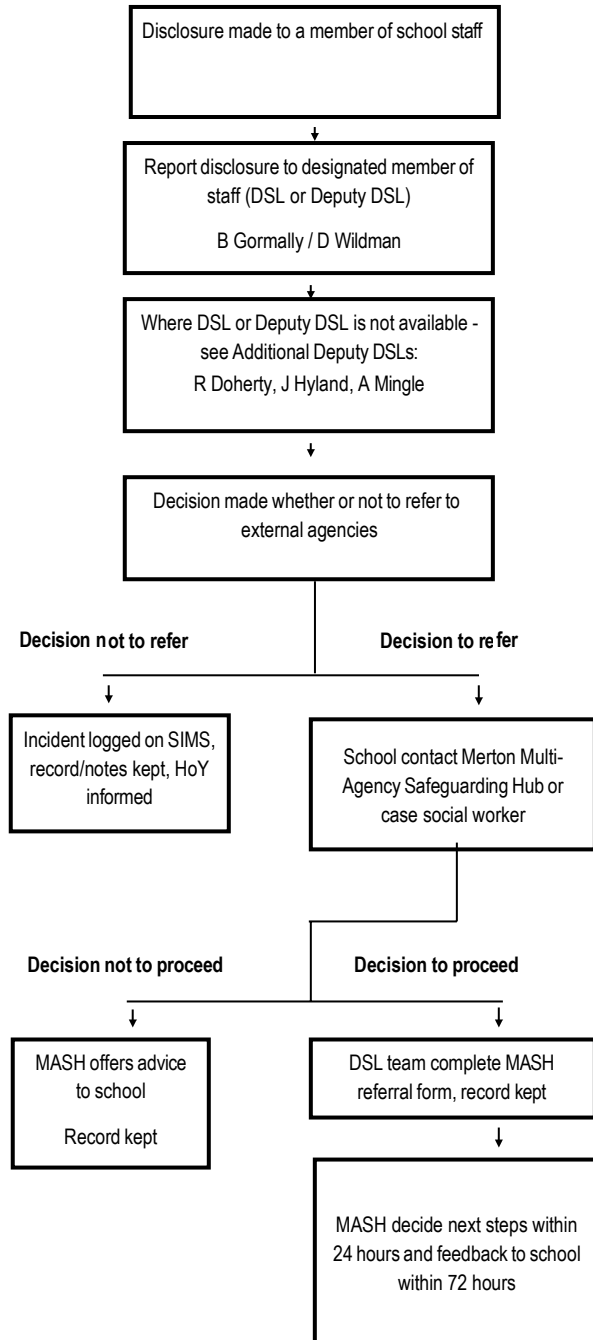
**Headteacher: Ms L Howarth**



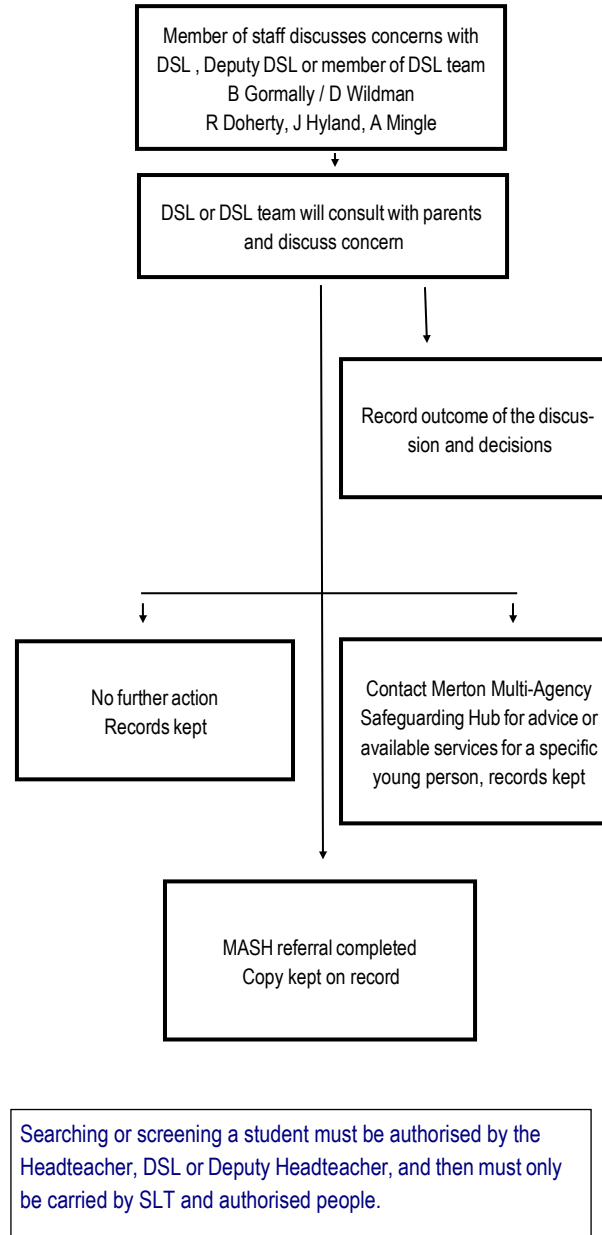
**Merton**  
**Safeguarding**  
**Children Partnership**



Action to be taken when a child or young person discloses, or a member of staff suspects that abuse has occurred outside school



When there is serious concerns about a child or young person's welfare but no specific evidence of abuse:



Acting Designated Safeguarding Lead (DSL):

Ms R Doherty

Designated Safeguarding Lead (DSL):

Mr R Giles

Deputy Headteacher

If DSL is not available, please refer to:

Deputy DSL

Mrs D Wildman, Head of Inclusion

Additional Deputy DSL

Ms R Doherty, Assistant Headteacher

Additional Deputy DSL

Ms J Hyland, Assistant Headteacher

Additional Deputy DSL

Mr A Mingle, Deputy Inclusion Manager

Headteacher

Ms L Howarth

[safeguarding@rutlish.merton.sch.uk](mailto:safeguarding@rutlish.merton.sch.uk) 020

8542 1212

