

### What you should do if a child discloses sensitive information to you or you suspect a child is being abused:

- **INFORM** the CPLO (Child Protection Liaison Officer) immediately:  
Ms. Heidi Smith: hsmith@warwick.bm, 239-9464  
Mrs. Sarah Taylor: staylor@warwick.bm, 239-9459
- **LISTEN:** allow the student to speak without interruption, accepting what is said, do not investigate.
- **REASURE:** show care and concern, reassuring they were right to tell you.
- **EXPLAIN:** advise that you will try and offer support but that you must pass on the information to the designated member of staff, **DO NOT** promise confidentiality.
- **REACT and REFER:** immediately inform the CPLO what you have been told.
- **RECORD:** record and date what you have been told in writing using the student's words, not your own and give to CPLO; the CPLO will assist in calling the Department of Child & Family Services (DCFS), completing form and sending it to the DCFS.

### If you receive an allegation about a member of staff:

- Immediately inform the CPLO and the Principal (unless either are the object of the allegation).
- If the allegation is against the Principal inform the Governor with responsibility for Safeguarding.
- If the allegation is against the CPLO inform the Principal.

**The Bermuda Department of Child and Family Services  
hotline (9:00 am – 5:00 pm), is 278-9111,  
after hours is 295-0011**

(This is the Police Service – they will contact a social worker from Child & Family Services.)



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# Warwick Academy

## A Pocket Guide To Safeguarding

This booklet is intended to be a readily accessible guide for promoting the principles of our Child Protection Policy

## YOU SHOULD

- ✓ Treat everyone with respect and consideration, and treat all with equality regardless of gender, race, religion, sexual identity, or culture.
- ✓ Respect a student's right to privacy.
- ✓ Encourage students to point out behaviour they don't like.
- ✓ Discuss any safeguarding concerns with CPLO.
- ✓ Use designated staff bathrooms and students will use designated student bathrooms during the school day.
- ✓ Listen....
- ✓ Reassure...
- ✓ Explain...
- ✓ React...
- ✓ Refer...
- ✓ Record...

## YOU SHOULD NOT

- ✗ Believe it could never happen here.
- ✗ Permit abusive peer actions.
- ✗ Be alone with just one student without a glazed door or open door.
- ✗ Use profanity or inappropriate jokes when speaking with students.
- ✗ Give gifts/favours to students, or show preferential treatment to a student or a group of students to the exclusion of others.
- ✗ Accept current students as 'friends' or tag them on social networking sites such as Facebook.
- ✗ Contact, communicate or meet with students outside your work without prior knowledge of the parent.
- ✗ Develop intimate or sexual relationships with students.
- ✗ Consume alcohol during the school day.
- ✗ Smoke or use drugs at any time on campus.