

SAFEGUARDING REMINDERS



Designated People

Designated Senior Lead for Safeguarding: **Kerry Palmer-Long**
Alternate Designated Senior Leads: **Lesley Etchingham and Tracy Whayman**
Designated Governor for Safeguarding: **Jane Chevous**

Please be aware that a student could disclose to you by:

Speaking to you
Through another student
Through a piece of work

WHEN A STUDENT DISCLOSES SOMETHING TO YOU...

Do:

- Stay calm
- Provide a safe space to talk
- Listen carefully. Be supportive
- Tell child what you will do next
- Make accurate notes using child's words. (date, time, sign)
- Use open questions (TED)
- Inform DSL of your concerns without delay or take action
- Seek support for yourself

Don't:

- Act shocked or repulsed
- Disbelieve the child's comments - however extreme
- Ask leading questions or interrogate the child
- Stop or interrupt the child during disclosure
- Promise confidentiality
- Use own words to describe events

WHAT TO DO NEXT...

If you have cause for concern through observation or disclosure, you must pass this information on using the school Concern Form which can be found pinned to the noticeboard in the staffroom. Hand this to the Designated Senior Lead or one of the Alternates as soon as possible. Non-staff members, report concern to DSL as soon as possible.

You will need to record:

- Where you were
- Time
- Name of student
- Exactly what they said
- Injuries seen, using a body map (staffroom notice board)
- If anyone else was present during the disclosure
- Who you are passing the information to
- Your name, job title and the date
- Finally, sign and date your statement (number pages)

Your record may be used as evidence in court. Written information must be factual and not your opinion. Remember that this information should not be discussed generally in school or out of school. It is confidential.

CONFIDENTIALITY AND RECORDS

Child Protection information will only be shared with those who need it in order to ensure the safety of the children concerned. All school records of Children Protection concerns are kept in a locked cabinet.