



Mrs Sarah Bennett
Deputy Headteacher



Ms Anne Wright
Wellbeing Safeguarding
Leader



Ms Lucy Chettur
Safeguarding Officer



Ms Jo Evans
Family Liaison Officer



Ms Tamara Malcolm
Family Liaison Officer

Please be aware that children can disclose to you....

Through their behaviour

Through another child

Through a piece of work

By speaking to you

When a child discloses something to you....

DO

- Stay calm and be patient
- Listen carefully
- Explain why you cannot keep what you are told to yourself and what you will do next
- Reassure the child that they are doing the right thing in telling you
- Ask the child if there is anything else they want to say

Do not

- Interpret what you have heard
- Promise to keep a secret
- Ask a leading question
- Express an opinion

The concern should be recorded via the Safeguard link on the desktop



The Next Step

If you have cause for concern through observation or disclosure, you must pass the information on immediately in writing to a designated person.

You will need to record:

- Where you were
- Time
- Name of Child
- What they said
- Injuries seen (where and a description)
- Was anyone else present during the disclosure
- Your name, job title and the date
- **Remember:** What you pass on is confidential

Your evidence may be used as evidence in court. Your information must be factual and NOT your opinion

WHAT YOU HEAR IN SCHOOL STAYS IN SCHOOL

CONFIDENTIALITY AND RECORDS

Child protection information will only be shared with those who need it in order to assure the safety of the children concerned. All school records of Child Protection concerns are kept in a secure place

Once you have logged a concern, you will receive feedback, if appropriate.

If you do not receive an acknowledgment – please check back with a Designated Safeguarding Lead within 24 hours.