

If a child discloses they might be subject to abuse:

1. Receive

Listen carefully to what is being said to you, do not interrupt.

2. React

Ask non-leading questions (TED) to clarify if necessary:

Tell me more

Explain that to me

Describe what happened

3. Reassure

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non-judgemental. Do not promise to keep what is said a secret.

4. Record

Make accurate note. Do not make assumptions.

5. Refer

Immediately inform the Designated Safeguarding Lead.

6. Reflect

Refer any remaining concerns to the DSL only. This information is confidential. Do not share with others.

REMEMBER...if in doubt...ask. Please do not leave our school without telling someone or doing something.

How to report a concern:

Any concern is a valid concern. Use a note of concern form (which can be found in the drawers outside the office or from the Head Teacher), to record the nature of your concern. Pass this form to the Designated Safeguarding Lead (DSL) or Deputy Designated Lead immediately. The DSL will decide upon the course of action to be taken.



Mrs George
DSL



Mrs Bayliss
DSL



Mrs Walker
DDSL



Mrs Anslow
DDSL / Child in care Lead



Mrs Somers
DDSL

