



Safeguarding and Child Protection Reminders

This information is for supply teachers, visitors to the school, students and NQTs.

Designated Child Protection Officers:
Clive Robinson (Head Teacher)
Elise Gribble (Deputy Head Teacher)
Heather O'Neill (SENCO)
Aimee Bedford (Family Support Officer)

Cause for Concern forms are available from the KS1 and KS2 Office.

Please be aware that children can disclose to you:

By speaking to you. Through another child. Through a piece of work.

DO:

- Stay calm, listen carefully and be patient.
- 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 telling you.
- Ask the child if there is anything else they want to say or anyone else they want to speak to.

DO NOT:

- Interpret what you have heard
- Ask leading questions
- Express an opinion

Forms for recording are available from the designated professionals, the staffroom and office.

Your record may be used as evidence in court. Written information must be factual and not your opinion.

WHAT YOU HEAR IN SCHOOL STAYS IN SCHOOL.

THE NEXT STEP

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

You will need to record on our **YELLOW** Form:

- . Where you were
- . Time
- . Name of child
- . What they say
- . Injuries seen where and description
- . Was anyone else present during the disclosure?
- . Who are you passing the information to?
- . Your name, job title and date
- . Finally, sign your statement

If you have a concern and the DSL Team are not available, please contact the MASH Team directly on: 0300 126 1000

CONFIDENTIALITY 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 Child Protection concerns are kept on securely on My Concern or in a locked cabinet

If you have logged a concern then please be aware the DSL may wish to speak to you further to clarify the issue.