

As a member of staff, a volunteer or a visitor, you have a **statutory duty** to report any safeguarding concerns.

Do you know and understand your duties as detailed in 'Keeping Children Safe in Education', Part One which is updated yearly?

If not, ask a member of office staff to share this document with you.

The Head teacher would also be happy to speak to you about any of the information you read here.





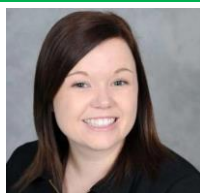
How to report a concern:

We use an online system called 'My Concern' to log safeguarding concerns.

Lunch time supervisors, volunteers and visitors can log any concerns using our blue concern form (available in the school office).

This should be handed directly to the Designated Safeguarding Lead (DSL) or one of the Deputy Designated Safeguarding Leads (DDSLs) prior to you leaving the premises.

Remember-any concern is a valid concern.

					
DSL: R Woodall Headteacher	DDSL: V Bates Family Support Worker	DDSL: N Turner Deputy Headteacher	DDSL: J Lockett Assistant Headteacher	DDSL: D Thompson Assistant Headteacher	DDSL: S Langston SENDCo

Dealing with a disclosure

Remember TED: Tell Explain Describe

- Listen to what is being said, without displaying shock or disbelief
- Accept what is said, without questioning. **DO NOT ASK ANY LEADING QUESTIONS.**
- Tell me what happened? Tell me how you felt?
- Reassure the pupil, but only as far as is honest and reliable. Don't make promises you may not be able to keep e.g. "Everything will be alright now".
- Do reassure and alleviate guilt, if the pupil refers to it e.g. "You are not to blame". Ensure that you do not promise confidentiality, ensure they know this information will be shared with the Designated Safeguarding Leads.

Record

- Make a record of what is said at the time. Do not destroy original notes, in case they are required later on as evidence.
- Use MyConcern system to log concern. Record the date and time of disclosure and the context surrounding this. E.g. was the disclosure linked to the lesson or a conversation with another child?
- Record child's own words as much as possible, making these explicit in quotation marks.
- Note their non-verbal behaviour. E.g. aggressive, fearful, anxious.
- Include the pupil's name, age etc
- Note down the position, size and colour of any bruising.
- Record statements and observable things, rather than your interpretations or assumptions.
- When referencing members of staff, use full names. When referencing third party children, use initials and year group only.

Refer

- Refer ASAP to our Designated Safeguarding Lead, Miss Woodall or one of the Deputy Designated Safeguarding Leads using MyConcern.
- Any significant concerns, should be verbally shared as soon as possible with the DSL/DDSL to avoid any delay.
- Do not leave the premises without logging the concern.

Reflect

- Ask yourself if you have done everything you can do within your role.
- Refer any remaining concerns to the DSL/DDSLs.
- This information is confidential. Do not share it with others.

Thank you for helping us safeguard our children.

Rebecca Woodall

Headteacher

