



What to do and what not to do in Safeguarding Children

Recognition

- Signs and indicators of the four categories of abuse: physical, emotional, sexual and neglect
- Have you noticed changes in behaviour or has a direct disclosure been made?
- Listen/context/fact

Record

- Log all concerns on MyConcern, or if not available complete a paper form (available from the staffroom noticeboard) and pass to the DSL

Report

- Remember the jigsaw; you could hold the missing piece!
- In cases where the disclosure implicates the DSL, refer to the Headteacher or CEO where it's the Headteacher
- In cases of emergency anyone can refer directly to social services or the police

DO NOT show shock, distaste or disbelief

DO NOT introduce personal information from your own experience or that of others

DO NOT make comments about whom the allegation has been made

DO NOT approach the person against whom the allegation has been made

DO NOT ask leading questions or investigate

DO NOT promise confidentiality. Be clear you need to pass information on

DO NOT tell the child that "everything will be alright"

DO NOT make promises that you cannot keep

DO be calm

DO reassure the child

DO listen carefully

DO record what the child has said (date and sign it)

DO refer without delay

If you are ever concerned about the welfare of a child pass it on without delay.