

Disclosure from a child

- Stay calm and controlled
- Be prepared to listen
- Do not make judgements
- Do not show revulsion or distress
- Do not make any promises
- Do not promise confidentiality make sure they know you have to report concerns to people who can help
- Make sure that names and details are not revealed to anyone outside school.
- Do not question the child
- Reassure the child they have done the right thing to tell

If you are approached by a child wanting to talk, you should listen positively and reassure the child. Find a quiet place to listen and make sure you tell another adult what you are doing.

Dealing with issues of child abuse can be distressing but it is important to remember that children's names and details must remain confidential.

Recording Information

Any and all concerns should be reported to the class teacher or DSL (Designated Senior Lead for Safeguarding) as soon as possible and recorded on a Green Concern Form. These forms are available from the school office at any time.

Your notes about the incident should include;

1. Nature of your concern
2. The evidence which led to your concern
3. What was actually said by the child
4. What you did/ said
5. Your name, signature and date

Adults should ***not offer to keep a promise*** and should ***only record the facts*** rather than any assumptions about the concern.

It is not your responsibility to investigate any suspected cases of abuse but to pass on the information to the designated persons.

Sedbergh Primary School

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Sedbergh Primary School

'Learning for happiness, safety and success'

Safeguarding Information

For adults, volunteers and visitors.



Do remember that other people could misinterpret your actions no matter how well intended.

- Always ensure that you sign in and out in the appropriate book in the school office (visitor or contractor).
- Always collect a visitors badge from the school office.
- If you have a DBS Check make sure the school office has a record of this.
- If you do not have a DBS Check please make sure staff are aware so appropriate steps are taken.
- Always make sure that a member of staff knows where you are working.
- Always engage in appropriate behaviour.
- Do not join in with children's contact games or pick children up.
- Do not make suggestive remarks and always use appropriate professional language.
- Do not take children into a room on your own.
- Never make direct contact with children you have met in school by phone, email letter or social networking sites.

If you are concerned about anything always contact a member of staff and discuss the situation.

Protecting Yourself

Visitors to the school should ensure that anything they say or do with children is done openly and with the knowledge of staff in school.

Safeguarding Children Procedures

As a visitor in our school, either as a volunteer, contractor or someone who is working with our children it is important that you are aware of our safeguarding children procedures.

Our children's wellbeing is our highest priority. It is important that all adults in school know what to do if they have any concerns about a child and avoid any situation that may put a child and themselves at risk.

There may be times when you have cause for concern. This could be marks or bruises, something a child says or the condition that they are in at school. E.g. hungry or lacking personal hygiene.

You may be approached by a child who wants to talk to you about something that has or is happening to them.

Children tend to choose someone they trust or know well.



Who do I speak to?

In every case you should discuss your concerns with one of our Designated Senior Leads for Safeguarding (DSL's):

Designated Senior Lead

Matthew Towe - Headteacher
head@sedbergh-pri.cumbria.sch.uk

Deputy Designated Senior Lead

Tracy Whetton - Deputy Headteacher
tracy.whetton@sedbergh-pri.cumbria.sch.uk

Safeguarding Governor

Charlotte Robson-Peale
cro@sedbergh-pri.cumbria.sch.uk

'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.'

Keeping Children Safe in Education, 2020

