

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

- Record concerns (hand written) on a “recording form” (available on the website, in the staffroom and all staff were given copies)
- Hand completed form (do not email or leave in pigeon hole) to Designated Safeguarding Lead (Mrs Karen Millar)

Report

- Remember the jigsaw; you could hold the missing piece!
- In cases where the disclosure implicates the DSL, refer to the Headteacher or Chair of Governors where it’s the Headteacher
- In cases of emergency anyone can refer directly to social services or the police (see numbers below)

- 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. If you are a member of staff or the wider community talk to Mrs Karen Millar (Designated Safeguarding Lead).

In an emergency anyone can contact Social Service (Customer First): 0808 800 4005 or the Police: 101