



Reporting a safeguarding concern

RESPOND

The child makes a disclosure or you notice something that could be an indicator of abuse (Neglect, Physical, Sexual or Emotional)

- 1) Thank and reassure the child that they are doing the right thing
- 2) Make no promises of confidentiality
- 3) Record what the child says or what you have seen (use the body map if necessary). Use accurate language and the words of the child. Do not make any judgement, comparison or paraphrase.
- 4) Ensure you do not ask any leading questions.
- 5) Stay calm and neutral, but comfort the child if necessary.

REPORT

- 1) Speak to a DSL (Kate Bryant) or DDSL (Ellen Collins / Helen Fry)
- 2) Record your notes onto MyConcern. If you cannot access this, please complete a pink safeguarding form and return it to the DSL / DDSL who can enter it on your behalf. Pink forms can be found in the office.
- 3) If there is an allegation against staff, report directly to the headteacher. If the allegation is about the headteacher, contact the Chair of Governors directly.
- 4) In the case of Female Genital Mutilation, it is your legal responsibility to report this to the police.

The DSL may decide to:

- Monitor the situation
- Speak to the parent / carer or ask the child's class teacher to
- Speak to the child's social or family support worker if applicable
- Refer to Staffordshire Safeguarding Children's Partnership (SSCP)
0300 111 8007

CHECK

Always follow up – check what the DSL has decided to do about your report. If you are unhappy that it has been dealt with properly, it is your responsibility to report to SSCP.

ALL safeguarding disclosures should be treated with respect and confidentiality. The DSL / DDSL will decide whether it is necessary to share some or all of the information with staff working directly with the child, on a case by case basis.