

Dealing with a Child's disclosure

- **Listen** - Listen carefully to what is said to you. Don't interrupt or ask questions.
- **Reassure** - Be calm, attentive and non-judgmental. Stress that it was the right thing to tell. Don't promise to keep what is said secret. Ask no leading questions (**TED**):
 - Tell me more...
 - Explain that to me
 - Describe what happened
- **Respond** - Tell your DSP without delay
- **Write it down**
 - Use the child's own words. Note anything else that made you concerned
 - Sign and date it
 - Give it to your DSP

Manland Primary School Child Protection quick reference guide for volunteers and visitors



Designated Senior People

The Designated Senior Person is:

Mrs Wicks (HT)

The deputy Designated Senior people are:

Mrs Waller

Mrs Wright

Mrs Parrott

Mrs Wicks should be your first point of contact, in her absence any of these people can help with your child protection concern. If the DSP or Deputy DSPs are absent, please ask a member of the admin team to contact them via telephone for you.

In the event of an emergency you can call:

0300 123 4043

The Manland Primary School Child Protection Policy can be found on our school website on www.manland.herts.sch.uk

Introduction

Safeguarding is everyone's responsibility.

- Providing a safe environment
- Identifying children who are suffering or likely to suffer significant harm and
- Taking appropriate action

This leaflet has been given to you to make sure you understand what is expected of you. Please seek advice from your

Designated Senior Person (DSP) for Child Protection if you are unclear about anything in this leaflet and keep it in a safe place. More details about child protection can be found on the school's website in the child protection policy. In line with this policy, regardless of the source of harm, you **MUST** report your concern.

When to be concerned?

As an adult working with children and young people, **YOU** have a duty to act when you have a concern about a child's welfare. When you become aware of information that leads you to be concerned about the wellbeing of a child you must report it. The information you have may not be enough on its own for a child protection referral. However, it will help your DSP to build a picture of a child at risk of harm.

Alerts:

- You may see physical signs
- You may hear worrying accounts
- You may pick up on emotional distress
- You may notice changes in a child's behaviour or presentation
- A child may disclose to you

Remember, harm to a child can be caused by anyone:

- A parent/carer
- Family member/friend
- Another child
- Stranger
- Member of staff/volunteer
- Member of the community

REGARDLESS OF THE SOURCE OF HARM YOU MUST REPORT YOUR CONCERN

- If your concern is about a staff member / volunteer you should report this to the Headteacher
- If your concern is about the Headteacher inform the Chair of Governors – Clare Turner. In the Chair's absence contact the Vice Chair, Jeff Phillips. Phone numbers can be obtained from the office.
- If neither are available, contact the LADO on 0300 123 4043

Your Safeguarding Governor is Andy Crump

What must I do if I have a concern?

Recognise the concern



Respond – inform your DSP/Deputy DSP without delay



Make a written record (using the child's own words), sign and date it – we have special forms for this purpose – ask for one



Pass the record to the DSP/Deputy DSP