

Pocklington Community Junior School

Safeguarding Procedures into Practice

Reporting a Concern

September 2020-2021

What to do if a child makes a disclosure or I am worried about a child:

- Make time to listen/talk to the child there and then. This might be the only time the child feels able to disclose and we must be available for them
- Listen carefully and reassure them that they are doing the right thing by telling someone
- Use TED (Tell me... Explain to me...Describe to me...) to help your understanding of what they are telling you. NEVER put words into their mouths, such as, "Was it daddy who made that mark?"
- Try to remember all the key details that the child tells you if you do not have the facility to write it down at the time.
- If the child shows you a mark, note where it is, the size and shape of it. If it is a bruise or a cut, does it look new or old? What colour is it? (This information will need to be recorded on the body outline in CPOMs)
- When you have finished talking with the child, reassure them that they have done the right thing by telling you. Explain that you are going to talk to the DSL (name them) about it so they can help you. Tell the child to try not to worry as what has happened is not their fault.
- You must write this up immediately whilst the information is fresh in your mind. This should be entered into CPOMs if at all possible. If not, write it on the recording form (Appendix 3/ 3a) and pass it to the DSL without delay. If the DSL is available, explain the disclosure to them so a more immediate assessment of the situation can be made.
- If the disclosure is about violence or abuse at home, DO report it without delay to the DSL as it might not be safe for the child to go home that day.
- Do NOT discuss any disclosure with parents before discussing it with the DSL. Some disclosures can put the child at increased risk or result in the child being warned not to talk. The DSL will let you know if parents should be consulted or informed.

What do I do if the DSL is not available?

In the unusual event of the DSL or Deputy DSL being unavailable, you should speak to a member of the leadership team and report your concern.

Other contacts in case of emergency advice being sought:

Luke Sloman, DSL at Woldgate College (Tel: 01759 302395)

Early Help Service: Tel: 01482 391700

Safeguarding Hub: Tel: 01482 395500

What happens after you have reported a disclosure?

- The DSL will advise you of any further actions you need to take, including entering the factual information onto CPOMs.
- The DSL will carry out any actions that require consultation with the child, external agencies and /or parents

- The DSL will enter their actions into CPOMS
- The DSL will inform you that they have actioned the case. You may not be told all the actions, depending on the confidential nature of them. You will be told what you need to know in order to be satisfied that the correct course of action has been followed.
- You may be asked to further monitor the child's actions, behaviour, emotions

What happens if I feel worried or upset by the child's disclosure?

Reporting a disclosure can be a very upsetting action. You may feel upset by what the child has told you, you may have feelings of doubt or guilt if the child's parents have to be questioned, particularly if you know them. You need to remember that these feelings are natural but you have done the right action in reporting the disclosure as a child may be at risk;

- Do talk to your DSL about your feelings so they can reassure and advise you
- Do talk to our school's wellbeing team

What signs should I be looking out for that might indicate a child is in danger?

Remember there are different types of abuse:

- Physical abuse
- Neglect
- Emotional abuse
- Sexual abuse
- Peer on peer abuse
- Child exploitation

For indicators of the different types of abuse, refer to Appendix 1 from the WLP CP Policy (attached below)

These procedures should be read in conjunction with the WLP Child Protection Policy.

DSL: Sarah Carlisle

Deputy DSL: Kirsty Whitworth

Review date: September 2021