

What to do if a child tells you they are being abused: Overview for school staff/Volunteers.

- Yours is a listening role. Do not interrupt the child if he or she is freely recalling significant events.
- If questions are needed to clarify understanding, they should be framed in an open manner, in order to not lead the child in any way.
- You must report orally to the designated senior person immediately.
- Make a note of the discussion, as soon as is reasonably practicable (but within 24 hours) to pass on to the designated senior person. The note should record the time, date, place and people who were present, as well as what was said.
- Remember, your note of the discussion may need to be used in any subsequent court proceedings.
- Do not give undertakings of absolute confidentiality to the child.
- Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing child protection plans.

SENIOR DESIGNATED PROFESSIONAL: Deborah Leahy

In her absence: Gill Twydell

Safeguarding Governor: Katherine Curtis