St John's CE School is committed to the safeguarding of our pupils and staff

What to do if someone discloses to you: (*A child may confide in any member of staff – or any other adult in the school, including helpers or visitors).*

Yours is a listening role. Do not interrupt the child if he or she is freely recalling a significant event. Any questions that may be needed to clarify what the child is saying should be framed in an open manner and not lead the child in any way.

Remember 'TED': tell me about . . . explain . . . describe . . .

Make a note of the discussion as soon as is reasonably possible (but within 24hours) to pass on to the Designated Teacher. The note should record the time, date, place and people who were present, as well as what was said – this may be used in any subse- quent court proceedings.

Do not give an undertaking of absolute confidentiality. The child should understand that, in order to keep them safe, you might need to tell someone. Resist the inclination to become the child's 'hero': the school procedures are in place to facilitate effective prosecution if this becomes necessary.

Always inform the Designated Teacher; your responsibility in terms of referring concerns ends at this point. Even if you are not sure if it is a serious disclosure, it is still worth the referral as it is always better to be safe than sorry.

NSPCC Helpline 0808 800 5000

Designated Safeguarding Leads:
Sue Notley (Mon and Fri) and Lucy Gatward (Tues, Wed, Thurs)
Deputy Designated: Joe Law
Safeguarding Governor: Lilian Sanders

