

## St Thomas Becket Catholic Primary School

### What to do if you have a concern about a child.

If a pupil discloses to a member of staff that they are being abused, the member of staff should:

- listen to what is said without displaying shock or disbelief and accept what the child is saying;
- allow the child to talk freely;
- reassure the child but not make promises that it may not be possible to keep, or promise confidentiality, as a referral may have to be made to children's social care;
- reassure the child that what has happened is not their fault and that they were right to tell someone;
- not ask direct questions but allow the child to tell their story;
- not criticise the alleged perpetrator;
- explain what will happen next and who has to be told;

#### DO NOT DELAY

- Tell the Designated Safeguarding Lead or deputy DSL as soon as you can.
- At the earliest opportunity make a written record of your concerns, these can be recorded directly to CPOMS or handwritten - record facts accurately and do not express opinion - these notes will help to ensure accuracy in recalling events later. Handwritten notes should be legible, signed and dated/time. These can be uploaded to CPOMS when the concern is logged.
- <https://stthomasbecket.cpoms.net/>
- Do not take photographs of any physical injuries, record on a body map if necessary. Do not use audio to record disclosures.

#### Designated safeguarding lead

Anne Harper

#### Deputy designated safeguarding leads

Noel Campbell

Lynda Earl

Tanya Lorimer

#### Nominated governor for safeguarding:

Mark Humphreys