

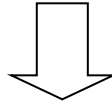


Child Protection Flow Chart

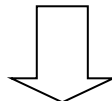
Notes for all Teaching and Support Staff

What to do when you take a disclosure

A pupil comes to you and asks to speak to you *in confidence*. They may be on their own or have a close friend with them. It means they are ready to disclose information about something that has happened to them.



Advise them that you cannot keep in confidence anything that places them at risk of harm. This includes physical and emotional harm, such as neglect, as well as physical and emotional abuse.



Write down any details that the pupil tells you and pass them **immediately** to

Mr Richard Stevens - DSL
(Designated Safeguarding Lead)

or

Mrs Rebecca Cain or Mrs Laura Trepess or Mrs Angie Gillies or Miss Georgie Lang-Jones or Mr Mike Garza- Deputy DSLs

PLEASE RECORD INFORMATION ACCURATELY

You may use a C.P. referral form as this may help you to record the information (these can be found pinned to the CP notice board in the staff room)

REMEMBER

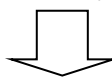
C.P. issues cannot be left until the end of the day or the next day.

The pupil does NOT need to be sent to RS, RC, LT, AG, GLJ, MG

They will be collected if necessary



RS/ RC/ LT/ AG/ GLJ/ MG will advise either parents or Social Care and Health, if necessary. C.P. referrals are made on the same working day, preferably before 4pm when Social Workers are on duty in their office.



Social Care and Health will investigate the issues involved. All staff have a responsibility to pass on further concerns but NOT to investigate any statements made in confidence.