

Safeguarding concern arises from information which indicates that a child has or may have been affected by:

- Behaviour that has harmed (or may have harmed) a child(ren)
- Been exposed to criminal activities that could or have caused harm to a child(ren)

Explain to the child that you will **share this information** with a senior member of staff in order to **help** them

Listen carefully to and **take seriously** what the child is saying

Reassure the child who has made the disclosure to you and say that they have done the right thing and **assure them that you believe them**

Give the child **time to talk**, but **do not probe or ask leading questions**. Investigation is not your responsibility

Do not promise to keep secrets. All allegations of harm or potential harm **must be** acted upon.

Record what has been said as soon as possible after the conversation and ensure that a **Designated Safeguarding Lead (DSL) is notified immediately**.

Do not confront the person subject to the allegation

As soon as you can, complete a cause for concern form (located in the staff room on the safeguarding board).

If you are noting bruising or marks, be sure to include the size, quantity and colour of the bruising or marks.

Hand the cause for concern form to a member of the safeguarding team

If a member of the safeguarding team is unavailable, hand the form to your Year Group Lead or teacher

The DSL will proceed with the matter and should inform you of any appropriate next steps. If you do not hear from a DSL within 24 hours, please make contact with them.