

React

You can ask questions and may need to in certain instances. However this is not an opportunity to interrogate the child and go into the territory of in depth and prolonged questioning. You only need to know the salient points of the allegation that the child is making. Any questions must be open and not leading.

Do not criticise the perpetrator as the pupil may still have a positive emotional attachment to this person.

Do not ask the pupil to repeat their allegation to another member of staff. If they are asked to repeat it they may feel that they are not being believed and / or their recollection of what happened may change.

Record

Take notes as soon as it is practical to do so. Record the actual words spoken by the child – do not re-translate them into the way that adults speak or try to make sense of the structure of what was said. Do not be offended by any offensive language or words used to describe the abuse.

Time and date your notes and do not destroy them in case they are required by a court.

If you are able to do so then draw a diagram to indicate the position of any bruising but do not ask the child to remove any clothing for this purpose.

Record statements and observable things, rather than your interpretations' or assumptions.

Final Steps

Once you have followed the above guidelines, pass the information on immediately to the Designated Senior Person or the person with responsibility for Child Protection. They will then have a number of options open to them, including contacting the local Social Services Team to seek their advice as to what should happen next.

Our Designated Person is:
Mr Gary Clement

Our Deputy Designated Person is:
Mrs Karen Hughes

Child Protection Referrals can be made using the single point of contact (SPOC) on 01639 686803.

For concerns outside office hours contact the Emergency Duty Team (EDT) on 01639 895455



Safeguarding Information For Visitors & Volunteers



Safeguarding at Crymlyn Primary

The Governors and Staff of Crymlyn Primary School are fully committed to adhering to section 175 of the Education Act, 2002, which requires Local Authorities and Governing Bodies of maintained schools and institutions to have arrangements for exercising their functions with a view to safeguarding and promoting the welfare of children.

The Governing Body of Crymlyn Primary School responds to the objective of keeping children and young people safe by:-

- creating and maintaining a safe learning environment for children and young people;
- identifying where there are child welfare concerns and taking action to address them, where appropriate, in partnership with other agencies;
- ensuring that children are listened to if they are expressing concerns; and
- development of children's understanding, awareness and resilience through the curriculum.

Our Headteacher and Designated Person is:
Mr Clement

Our Deputy Designated Person is:
Mrs Karen Hughes

Our Safeguarding Governor is:
Ms Natalie Lambourne

Telephone: **01792 812285**
Email crymlynprimary@npt.school

Single point of contact **SPOC** for advice or referral-**01639 686803**

If you have any questions about this booklet, or if you would like to see our Child Protection policy or Safeguarding policy, please contact the school office.

Our Child Protection and Safeguarding policies can also be accessed via our school website.

<https://crymlyn-primary-school.j2bloggy.com>

Receive

Listen carefully to what is being said, without displaying shock or disbelief.

Accept what is said. The child making the disclosure may be known to you as someone who does not always tell the truth. However do not let your past knowledge of this person allow you to pre-judge or invalidate their allegation.

Do not attempt to investigate the allegation. Your duty will be to listen to what is being said and to pass that information on.

Reassure

Provide the child with plenty of reassurance. Always be honest and do not make promises you cannot keep, for example: "I'll stay with you", or, "Everything will be all right now".

Alleviate guilt, if the pupil refers to it. For example, you could say: "You're not to blame. This is not your fault".

Do not promise confidentiality. You will be under a duty to pass the information on and the child needs to know this.