












# Birches First School

*Believe, Grow, Succeed*

*...to be the best 'me' I can be.*



- Do you have concerns about a child?
- Has a child made a disclosure to you?

	Listen to what they are telling you – avoid displaying shock or disbelief.
	Reassure them but do not make any promises that you may not be able to keep (e.g. 'Everything will be alright now') Ensure that you do not promise confidentiality.
	Do not interrogate or ask leading questions, ask child to repeat to another member of staff or criticise the alleged perpetrator. Explain that you will have to tell the DSL.
	Do not take photos of any injuries or marks.
	Make a record of what is said – within an hour – include time, place and any observed non-verbal behaviour e.g. 'appears aggressive/fearful/anxious'.
	Record statements and observable things rather than interpretations or assumptions.
	Keep any notes or evidence (that the child may have written).
	Fill out a concern form and speak <b>immediately</b> to our DSL (SV) or DDSL (SH/KC/CB) <b>PLEASE DO NOT ASSUME SOMEONE ELSE WILL PASS IT ON</b>
	Remember, safeguarding information is confidential and should not be shared with others unless for safeguarding purposes.

Thank you for helping to safeguard our children.



*Protect and safeguard the welfare of all our children.*