

## Guidance for writing a concern

You should record any concerns as soon as possible and any note should include the following:

- The nature of your concerns
- What is the evidence that led to the concern
- What the child said exactly? (don't change the wording or sentence in any way)
- What you said in response?

**It may be that you have concerns which feels very vague and would simply like to discuss your concerns with the Designated Safeguarding Officer Mrs. Talbot, or in her absence, Mrs Underwood or Mrs Atkins. Please feel free to do so.**

Dealing with issues of child abuse can be distressing for the adult to whom the abuse is disclosed or whom has concerns. It is terribly important that you talk about your feelings after the event. However, it is also very important to remember that the children's details and names must be kept confidential and any discussion that you feel you need to undertake does not allow the child to be identified by anyone else.

**If you have any queries regarding the information contained in this leaflet, or require further clarification of any points, please do not hesitate to contact Mrs. Talbot , Mrs. Underwood or Mrs Atkins.**

**Urchfont Church of England  
Primary School  
Designated Person for Child  
Protection/Safeguarding:  
Mrs. Carol Talbot,  
Headteacher  
Deputy: Mrs. Fiona Underwood/  
Mrs Rachael Atkins**

**Urchfont C of E Primary School  
Cuckoo Corner  
Urchfont  
Wiltshire  
SN10 4RA**

**01380 840793  
Email: [head@urchfont.wilts.sch.uk](mailto:head@urchfont.wilts.sch.uk)**

**URCHFON  
CHURCH OF ENGLAND  
PRIMARY SCHOOL**

**CHILD PROTECTION  
PROCEDURES**

**AN INFORMATION  
LEAFLET FOR STAFF,  
VOLUNTEERS AND  
VISTORS TO THE  
SCHOOL**

**SEPTEMBER 2022**

## Child Protection Procedures

As a member of staff or visitor to our school, either as a helper, supply teacher or someone who has come into contact with our children in any other capacity, it is important that you are aware of Urchfont School's Child Protection Procedures.

### Designated Safeguarding Lead

**As required, we have a Designated Safeguarding Officer who is CAROL TALBOT, Headteacher. In her absence, any concerns should be given to Mrs. Underwood or Mrs Atkins (Deputy Designated Safeguarding Leads).**

### There are four categories of abuse

- **Physical**
- **Sexual**
- **Emotional**
- **Neglect**

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone that they trust or know well and this will not always be their own class teacher. It may be someone who listens to them read or whom they have built a good relationship with.

There may however be occasions when you have cause for concern either about marks or bruises on a child, about something that they have said or the condition that they are in at school, e.g. dirty, smelly or hungry.

### Disclosure of abuse by a child

If you are approached by a child wanting to talk, you should listen positively and reassure the child. If you can, try and ensure a degree of privacy, but this may not always be possible.

Whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass.

### Helping the child when abuse is disclosed:

- Do not question a child; try to limit your involvement to listening. Record the information that they have given, date and sign it. Write only what the child says and do not edit or change.
- Be prepared to listen and comfort.
- Do not show distress or revulsion, however distasteful the events are.
- Stay calm and controlled.
- Do not make false promises, i.e. that you will keep the abuse a secret or that the police will not be involved. Do not promise confidentiality.
- Let the child know it is not their fault.
- Be aware of your own feelings about abuse and find someone you can share those feelings with once the procedures have been completed.
- Reassure the child that they were right to tell, even though the abuse may have happened a long time ago.
- Make them aware that their disclosure will be reported only to those who need to know and can help.
- Keep everything confidential and only the Designated Safeguarding Leads should know about the incident.

It is important to remember that it is not your

responsibility to investigate suspected cases of abuse, only report them to the Designated Safeguarding Officer.

### If you have concerns about a child's welfare.

- x It may be that you might have concerns about a child's well-being, but they have not actually said anything to you. If such a situation arises, you should speak to the Designated Safeguarding Lead (or Deputy).

Abuse or neglect can have damaging effects on a child's health, educational attainment and emotional well-being. If you have worked with a group of children over many weeks, you may see changes in behaviour. Such changes may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be the symptoms of a hidden disability or undiagnosed medical condition, and the need to distinguish those cases reinforces the need for a careful and thorough assessment of the child and his/her needs when concerns are passed on.

It is important you don't feel afraid about passing on their concerns. The information may be a small piece in a bigger jigsaw and help to get a better understanding of a child's predicament. Any concerns, however seemingly trivial, should be passed on to the designated Child Protection Teacher.

Once again, you should put your concerns in writing as well as talking to the Designated Safeguarding Lead (or Deputy).