

CHILD PROTECTION PROCEDURES

Physical Injury Neglect Emotional Sexual

If a child discloses information to you

If you are concerned by something you see or hear

Make notes straight away, using child's own language

To:- either
John Littlewood
Julie Edwards
Marie Macey-Dare

Refer to Hantsdirect Professional's Line immediately, keeping all notes to pass on.

Discuss with Hantsdirect Professional's Line as soon as possible on same day.



Brockenhurst C of E Primary School
"We enjoy and excel in the presence of God"

CHILD PROTECTION 2018-2019

Our DSL's : **John Littlewood**
 Julie Edwards
 Marie Macey-Dare
 Vicky Wales

Family Link Responsibility:

- To create a safe environment where children feel secure, are encouraged to share concerns and are listened to; the welfare of children is paramount.
- To ensure that all staff are aware of the CP guidelines, know how to identify signs of abuse and are clear about how to report concerns.

Personal Responsibility:

- To be alert to the signs of abuse a child may be experiencing.
- To follow the procedures set out in this leaflet.
- To report **ALL** child protection concerns to Hampshire Professionals Line, part of Hantsdirect, on 01329 225379.
- The Professionals line will make an assessment of what action needs to be taken and offer you support, help and guidance. The service is staffed by social workers and family support workers.

Keeping ourselves safe:

- Avoid private meetings with a child behind closed unglazed doors.
- Avoid unnecessary physical contact with child.
- Avoid being drawn into inappropriate discussions with a child.
- Avoid personal communication with child outside of provision eg. via social networking sites, giving out personal email or home telephone details.
- Do discuss any concerns with your peers if you feel a child may have misconstrued your actions or comments.

What to do if a child/young person confides in you:

If a child/young person volunteers information about abuse to you, it may be done obliquely rather than directly.

*Your role is to listen, **not** to follow-up or undertake an investigation of the potential abuse. This is the role of the child protection agencies.*

It is important to explain to the child at an early stage you cannot promise confidentiality.

- Give the child your undivided attention.
- Show concern, support and warmth but don't show emotions, distress or negative reaction; be re-assuring (you can say 'that must have been sad/hard for you'; 'it's right to tell someone because you need help'; ask if the child has told his/her parents if the alleged abuse is outside the home or the other parent if one parent is implicated).
- Allow the child to tell what s/he wants to say but do not ask unnecessary questions or details except to be clear that the child is indicating abuse or neglect. It is important to know what the child is saying and if the child is hurt or might be in need of medical attention.
- Deal with the allegation in such a way that the child does not have to repeat the information to different people. It is important to know if an incident has happened recently and whom the child is saying has hurt her/him.

- Make careful notes of what was said straight away, record the time, date, place and people who were present, as well as what said, using the child's own language and colloquialisms. Note any visible signs of harm.
- Do not malign the character of the alleged perpetrator.
- Explain to the child that you will need to share the information to seek advice about what happens next.

*NB Do **not** discuss the issue outside of the out of school provision environment.*

Things you should not do:

- Jump to conclusions, speculating, suggesting or accusing anybody yourself.
- Try to get the child to 'disclose'.
- Ask for lots of details about the alleged event(s).
- Promise everything will be alright now.
- Make promises you can't keep, such as total confidentiality.
- Pre-empt or prejudice an investigation by leading the child with *closed* questions. Also avoid using 'why' questions. This can confuse a child and lead to feelings of guilt.

Closed Questions	Open Questions
Do	Tell me where
Did	Who
Can	Describe
Would	How
Could	What
Are	When
	Show me
	Talk