

Child Protection Procedures Flow Chart

“It could happen here’ If in doubt, you must report your concerns. On discovery, or suspicion of abuse, or if a child discloses a concern, act as follows:

Actively listen to the child (stop what you are doing, look at her/him, respond by nodding and making supportive sounds).

Ask questions only to **clarify**, not to investigate. Remember **TED**:

Tell me

Explain to me

Describe to me

Use the child’s language and vocabulary to **repeat back** what they have said.

Reassure the child that to share was the right thing to do, emphasising that, whatever happened, it was **not their fault**.

Tell the child that you will do your best to **support** and **help** them. **Don’t promise confidentiality**. Say that **you will have to tell** the Designated Safeguarding Lead, or the Headteacher, to get the help needed.

Record the details in writing, **date** and **sign**. Forms are available in the reception office, the staff room and your classroom.

Pass the records on to the **Designated Safeguarding Lead or the Deputy DSL** so they can be kept confidential and secure.

Inform the Designated Safeguarding Lead, **Charlie Pitt** or Deputy Designated Safeguarding Lead, **Carina Phillips**



If both staff members are off site call their mobiles or contact **MASH** directly on
0345 050 7666



If the DSL and the Headteacher decide it is appropriate, they will **refer** the case to **Children’s Social Care**. Incidents can be shared directly with MASH to ensure there is no delay or when there is a disagreement.

Parents/Carers will be told about the referral, unless there is good reason to believe that doing so would place a child at greater risk.