

## Disclosure from a child

- Stay calm and controlled
- Be prepared to listen
- Do not make judgements
- Do not show revulsion or distress
- Do not make any promises
- Do not promise confidentiality - make sure they know you have to report concerns to people who can help
- Make sure that names and details are not revealed to anyone outside school.
- Do not question the child
- Reassure the child they have done the right thing to tell

If you are approached by a child wanting to talk, you should listen positively and reassure the child. Find a quiet place to listen and make sure you tell another adult what you are doing.

Dealing with issues of child abuse can be distressing but it is important to remember that children's names and details must remain confidential.



## Recording Information

Any and all concerns should be reported to the class teacher or DSL (Designated Safeguarding Lead) as soon as possible. You may be asked to provide information about your concern which will be recorded:

1. Nature of your concern
2. The evidence which led to your concern
3. What was actually said by the child
4. What you did/ said
5. Your name, signature and date

Adults should ***not offer to keep a promise***. When concerns are reported ***only the facts*** will be recorded rather than any assumptions about the concern.

It is not your responsibility to investigate any suspected cases of abuse but to pass on the information to the designated persons.



## Beetham CE Primary School

*'Caring for Everyone, Learning Together, Achievement for All'*

# Safeguarding Information

For adults, volunteers and visitors.



Headteacher : Mrs A Johnson  
Stanley Street, Beetham, Cumbria, LA7 7AS  
Telephone : 015395 62515  
Email: [admin@beetham.cumbria.sch.uk](mailto:admin@beetham.cumbria.sch.uk)  
Web : [www.beethamschool.co.uk](http://www.beethamschool.co.uk)

## Protecting Yourself

Visitors to the school should ensure that anything they say or do with children is done openly and with the knowledge of staff in school.

- Always ensure that you sign in and out at reception
- Always collect and wear visitors badge from the school office
- If you have a DBS Check make sure the school office has a record of this.
- If you do not have a DBS Check please make sure staff are aware so appropriate steps are taken.
- Always make sure that a member of staff knows where you are working.
- Always engage in appropriate behaviour..
- Always use appropriate professional language.
- Do not take children into a room on your own.
- Never make direct contact with children you have met in school by phone, email letter or social networking sites.

**If you are concerned about anything always contact a member of staff and discuss the situation.**



## Safeguarding Children Procedures

As a visitor in our school, either as a volunteer, contractor or someone who is working with our children it is important that you are aware of our safeguarding children procedures.

Our children's wellbeing is our highest priority. It is important that all adults in school know what to do if they have any concerns about a child and avoid any situation that may put a child or themselves at risk.

There may be times when you have cause for concern. This could be marks or bruises, something a child says or the condition that they are in at school. E.g. hungry or lacking personal hygiene.

You may be approached by a child who wants to talk to you about something that has or is happening to them.

Children tend to choose someone they trust or know well.



## Who do I speak to?

In every case you should discuss your concerns with one of our Designated Senior Leads for Safeguarding (DSL's):

### Designated Safeguarding Lead

Louise Horsman: KS1 Teacher

[l.horsman@beetham.cumbria.sch.uk](mailto:l.horsman@beetham.cumbria.sch.uk)

### Deputy Designated Safeguarding Lead

Abi Johnson : Headteacher

[head@beetham.cumbria.sch.uk](mailto:head@beetham.cumbria.sch.uk)

### Safeguarding Governor

Mr Brian Smalley

### Cumbria Safeguarding Hub

Tel: 0333 240 1727

***Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children.***

Keeping Children Safe in Education, 2021

