



Visitor information sheet

CHILD PROTECTION ISSUES

What to do

- Any concerns about children's welfare should be reported in person (no details by e-mail) to the Child Protection Officer immediately. Please do not ignore your concern.
- The school's Child Protection Officer is Mark Hartley, the Headteacher.
- If the Child Protection Officer is taking a class a message should be sent via one of the school offices stating '*Important – child protection concern*'.
- In the event of the Headteacher's absence please speak to Sue Jepson (Deputy Headteacher), Jo Patience (KS1), or Charlotte Phelan (KS2), in one of the school offices.

If a child makes a disclosure to you please:

- listen carefully and patiently to the child, no matter how difficult you find what they are saying;
- stay calm and reassuring;
- allow the pace to be dictated by the pupil; do not press for information or lead the child, as well-intentioned questions could prejudice further investigations;
- never give any indication that you disbelieve what is being said - keep an open mind;
- acknowledge how hard it was for the child to tell you this;
- don't criticize the perpetrator, this may be someone they love;
- **never promise to keep a secret**, no matter how insistent the child is, explain who you will have to tell (the Child Protection Officer) and why;
- reassure the child that they have done the right thing in telling you and explain that you are going to have to report the disclosure;
- do not discuss your suspicions with the parent or anyone else until the concerns have been discussed with the Child Protection Officer.

This is an extract from the school's Child Protection Policy (written 2008; last reviewed 2013). A copy of the full policy can be obtained from Jo Patience or Charlotte Phelan.