

CANBURY SCHOOL

Child Safeguarding Internal Procedures for Staff

- 1 If an abuse is suspected and the child wants to make a disclosure, you should:
 - Listen to what the child says.
 - Make notes as soon as possible after the disclosure (up to one hour is permissible as “contemporaneous”).
 - Record facts – time, date, place, who was present, what was seen (child’s demeanour/injuries, etc.).
 - What the child said, verbatim if possible.
 - The notes will form part of the case.

- 2 Dealing with disclosure:
 - Receive - listen and accept.
 - Reassure - stay calm, do not promise confidentiality.
 - React - no leading questions, no judgements.
 - Explain - what you will do next (inform the Head or SENCO).
 - Record - brief notes, use diagrams and the child’s words.
 - Support - give the child time and a safe place.
 - Seek support for yourself.

- 3 Inform the Designated Person (Robin Metters or Annie Emslie).