

# 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).