

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- ◆ Providing a safe environment for children and young people to learn in education settings; and
- ◆ Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and at school.

Achieving these aims requires systems designed to:

- ◆ Prevent unsuitable people working with children and young people;
- ◆ Promote safe practice and challenge poor and unsafe practice;
- ◆ Identify instances in which there are grounds for concern about a child's welfare, and initiate/take appropriate action to keep them safe;
- ◆ Contribute to effective partnership working between all those involved with providing services for children.

(Safeguarding Children in Education — DfES 2004)

## Handling Disclosures of Child Abuse

### Stay calm

Listen *carefully to what is said*

Do not promise to keep secrets – *find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others*

Allow *the child to continue at his/her own pace*

Ask questions for clarification only, and at all time *avoid asking questions that suggest a particular answer*

Reassure *the child /young person that they have done the right thing in telling you*

Tell them *what you will do next and with whom the information will be shared*

Record *in writing what was said, as soon as possible, using the child's own words –note date, time and names mentioned, to whom the information was given and ensure that all records are signed and dated.*

Follow your child protection procedures *without delay*

**REMEMBER: IT IS NOT YOUR DUTY TO INVESTIGATE**

## Handling Concerns of possible Child Abuse

Sometimes you will become concerned about a child's behaviour or injuries but the child may have not said anything to suggest that they have been abused:

- ◆ Be available and prepared to listen;
- ◆ Don't keep things to yourself; discuss your concerns with your manager or a colleague;
- ◆ Keep a written record of your concerns
- ◆ Don't relay on someone else to take action.

# CHILD PROTECTION PROCEDURES

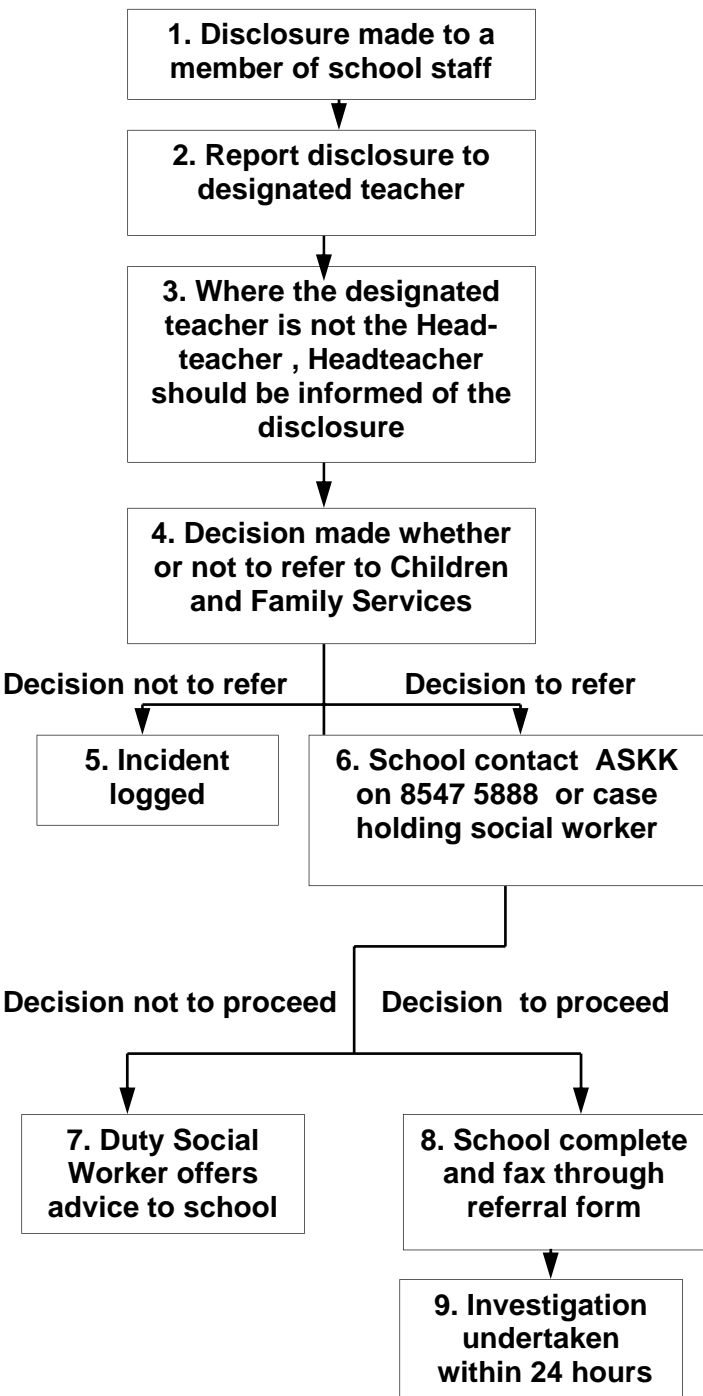


## Managing Allegations and Concerns of Child Abuse

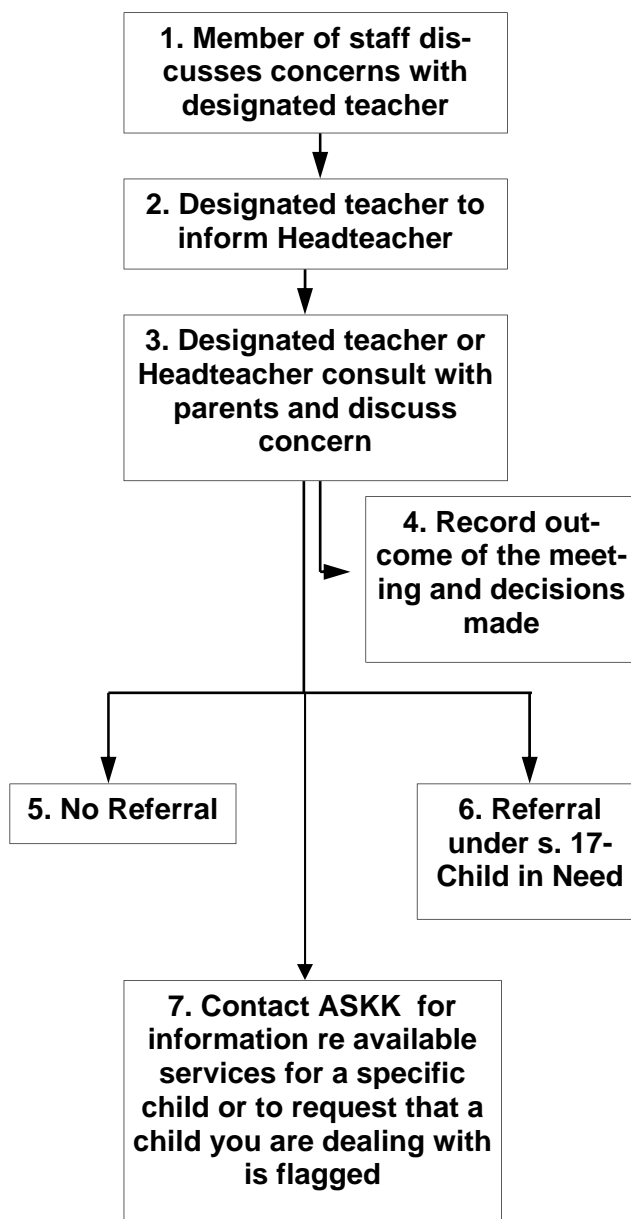
an information leaflet  
for  
School Staff



**Action to be taken when a child or young person discloses, or a member of staff suspects, that abuse has occurred outside school:**



**When there is serious concerns about a child's welfare but no specific evidence of abuse:**



## CONTACT NUMBERS

**ASKK** 020 8547 5888

**BEACONSFIELD CHILDREN RESOURCE CENTRE**  
020 8547 6587

**SURBITON CHILDREN RESOURCE CENTRE**  
020 8547 6242

**DISABLED CHILDREN TEAM**  
020 8547 6587

**PRINCIPAL EDUCATION WELFARE OFFICER**  
020 8547 5262

**OUT OF HOURS DUTY TEAM**  
020 8770 5000