

If you have concerns about a child's safety or wellbeing, please speak to...

Designated Officers:

Rachel Waite, Elspeth Geden
and Sarah Stewart

Lead Teacher:

Simon Kinsella

In the event that none of the above are on the school site, please speak to the phase leader in charge of your year group:

UKS2	Simon Kinsella
LKS2	Danielle Robertson
KS1	Helen Bowman/ Zoe Roberts
EYFS	Sarah Stewart

The full child protection policy can be found on the shared drive: Policies and Procedures

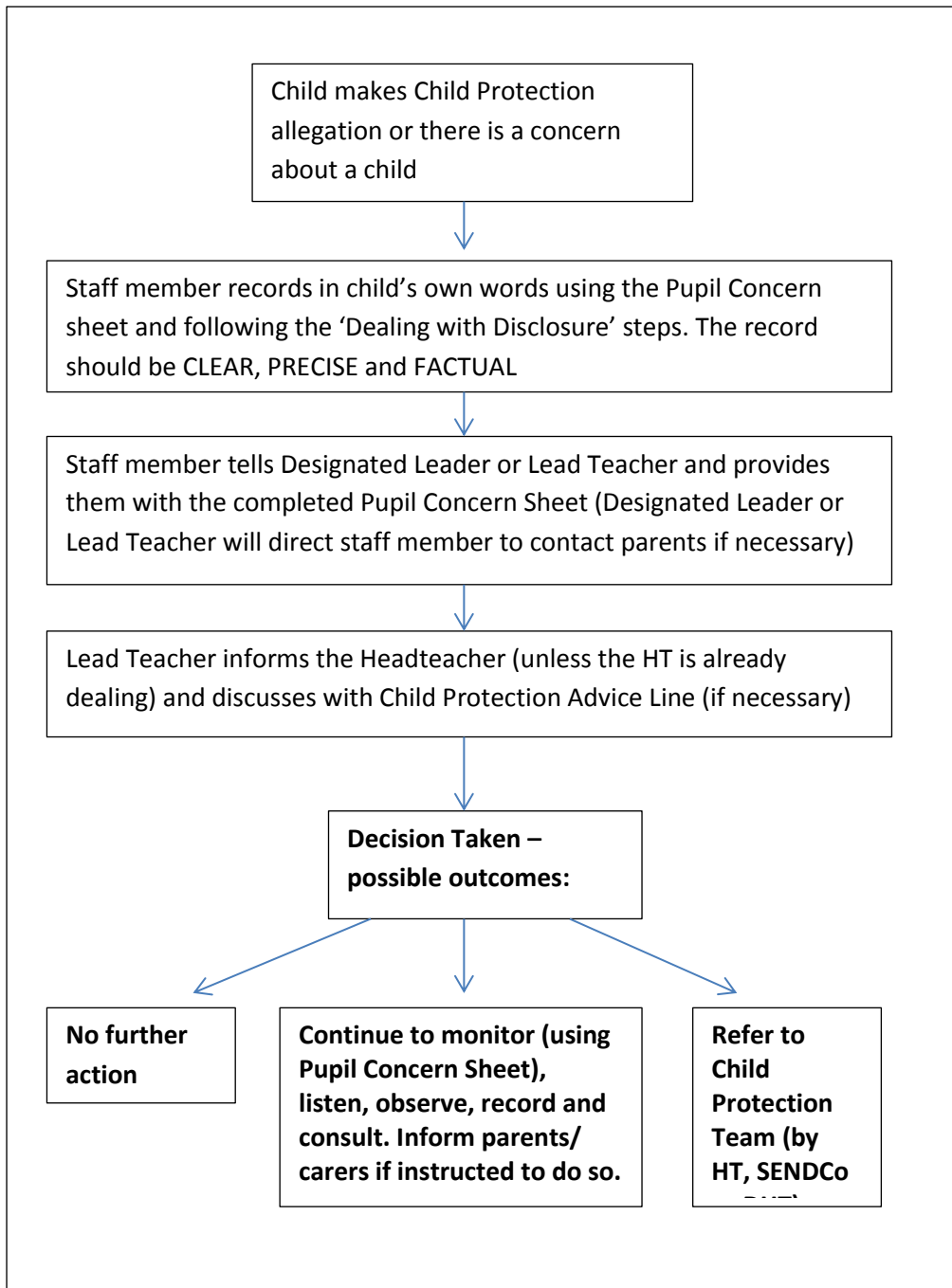
Montbelle Primary School

Safeguarding/ Child Protection Procedure

Essential information to keep with you



Remember, if in doubt, REPORT



The forms of abuse are:

neglect, emotional, sexual, physical

If you suspect any form of abuse, if someone confides in you or if you are in any doubt, it is your duty to report the concern following the correct procedure.

STEPS TO FOLLOW

If a child confides in you:

- Allow them to speak without interruption
- Offer immediate understanding and reassurance
- Advise that you will try to offer support but you **MUST** pass the information on to the relevant person
- Do not call home, or talk to anyone other than the staff child protection teachers
- Do not ask leading questions: you can listen and reflect back making sure you heard correctly
- Refer the concern immediately to one of the named teachers
- Write notes of what has been said on the red pupil concern form
- Sign and date and pass on to the relevant person, do not just leave on someone's desk