

- What the child said (if a discussion has taken place)
- Your name, the date and time of disclosure
- What you did or said in response (if a discussion has taken place).

Reporting forms are available in the staffrooms, classrooms and office on both sites. Completed forms must be given in person to a Designated Safeguarding Lead or their deputy within the school.

It may be that you have a concern which feels very vague and would simply like to discuss your concerns with a Designated Safeguarding Lead (DSL). Please feel free to do so.

***Always pass any concern to the relevant person as soon as possible.***

Dealing with issues of child abuse can be distressing for the adult to whom the abuse is disclosed or who has concerns. It is terribly important that you talk about your feelings after the event. However, it is also very important to remember that children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.

Each year The New Forest Primary School completes the Wiltshire Council Safeguarding Audit and sets up an action plan to improve our processes.

If you have any queries regarding the information contained in this leaflet or require further clarification of any points, please do not hesitate to contact, Mrs Whittaker or Miss Morland.

**Our Nominated Safeguarding Governor is Rev. David Bacon**

**Our additional Safeguarding Governor is Mrs Carol Grant**

**All Volunteers and Visitors are politely reminded that information regarding individual children in school should always remain confidential in order to fully protect our children.**

**Anything you hear or see, pertinent to individual children, whilst on the premises must be kept confidential.** Please share incidents or concerns you may have with the class teacher. Do not share/exchange personal details.

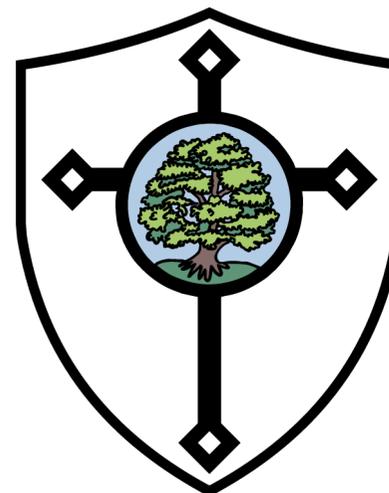
There may be times you need to work individually or with a group, if so you need to avoid being alone with a pupil, also avoid entering into conversations of a personal nature.

The school has a child protection policy supported by clear procedures. This is available to read on our school website. Hard copies are available on request from the School Office.

[www.thenewforestschool.wilts.sch.uk](http://www.thenewforestschool.wilts.sch.uk)

Early Years & KS1 at Landford 01794 390303  
KS2 at Nomansland 01794 390380

# Safeguarding Children



An information leaflet for  
Staff, volunteers and visitors to  
our school

**The New Forest Church of England  
(Voluntary Aided) Primary School at  
Landford, Nomansland and Hamptworth**

### **Safeguarding Children Procedures**

As a visitor to The New Forest Primary school, either as a helper, supply teacher or someone who has come to work with our children in any other capacity, it is important that you are aware of our Child Protection procedures.

**Our Designated Safeguarding Lead: Mrs Caroline Whittaker** (Head Teacher)

**Deputy Designated Safeguarding leads:**

**Miss Caroline Morland** (Deputy Head Teacher)

**Mrs Caroline Wilkinson** (SENCo)

There are five categories of abuse

- Physical abuse
- Sexual abuse
- Emotional abuse -psychological
- Neglect – failure to thrive
- Computer- based/Cyber abuse

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone whom they trust or know well and this will not always be their own class teacher or mentor. It may be someone with whom they have formed a good relationship.

There may however be occasions when you have cause for concern either about marks or bruises on a child, about something they say or the condition that they are in at school, e.g. dirty, smelly or hungry.

### **Disclosure of abuse by a child**

If you are approached by a child wanting to talk, you should listen positively and reassure the child. If you can, try to ensure a degree of privacy but this may not always be possible.

Whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass – for every child who does finally disclose information, evidence shows that they have usually tried up to 12 times before.

Helping the child when abuse is disclosed:

- Be prepared to listen and comfort.
- Do not show revulsion or distress, however distasteful the events are.
- Stay calm and controlled.
- Do not make false promises, i.e. that you will keep the abuse a secret or that the police will not be involved.

***Do not promise confidentiality.***

- Let the child know at once that it was not his/her fault and keep restating this.
- Be aware of your own feelings about abuse and find someone you can share those feelings with once the procedures have been completed.
- Reassure the child that they were right to tell, even though the abuse may have happened a long time ago.
- Reassure the child that you still care for them and that what they have said does not make you care for them less.
- As soon as possible write a first-hand account of what was said and done.
- Make them aware that their disclosure will be reported only to those who need to know and can help.

***Do not question a child - try to limit your involvement to listening.  
A child may only be interviewed once.***

It is also important to remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to the Designated Safeguarding Lead or Deputy Safeguarding Lead as list on the previous page.

If you have concerns about a child's welfare:

- It may be that you might have concerns about a child's well-being but they have not actually said anything to you. If such a situation arises, you should speak to a Designated Safeguarding Lead.
- Abuse or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. If you have worked with a group of children over many weeks you may see changes in their behaviour. Such changes may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be the symptoms of a hidden disability or undiagnosed medical condition and the need to distinguish those cases reinforces the need for a careful and thorough assessment of the child and his/her needs when concerns are passed on.
- It is important you do not feel afraid about passing on their concerns. The information may be a small piece in a bigger jigsaw and may help to obtain a better understanding of a child's predicament. Any concerns, however seemingly trivial, should be passed on to the Designated Safeguarding Lead.
- Once again, you should put your concerns in writing as well as talking to the Designated Safeguarding Lead, using a yellow welfare concern form.

### **Guidance for recording information**

You should record your concerns as soon as possible and any note should include the following:

- The nature of your concern
- The evidence that led to the concern