

Huntspill Community Federation

West Huntspill Primary School & East Huntspill Primary School

SAFEGUARDING PROMPT SHEET

PROMPT SHEET FOR CP CONCERN

If:

- A child or young person discloses abuse, or
- You suspect a child may have been abused, or
- You witness an abusive situation involving another professional.

You **RECORD** (using school form) & **REPORT**:

- **Respond** without showing any signs of disquiet, anxiety or shock
- **Enquire** casually about how an injury was sustained or why a child appears upset
- **Confidentiality must not be promised** to children, young people, or adults in this situation
- **Observe** carefully the demeanour of behaviour of the child or young person
- **Record** in detail what has been seen & heard
- **Do not interrogate or enter into detailed investigations:** rather, encourage the child or young person to say what s/he wants until enough information is gained to decide whether or not a referral is appropriate

Asking questions is fine to help understand what the issue is. Ensure the questions are open & give the child the ability to clarify.

- It is important **NOT** to ask leading questions
- It is important to know when to stop asking questions & listen
- It is important not to interrogate

Types of Questions you can ask:

- **Tell me** (tell me what happened)
- **Explain** (explain what you meant by)
- **Where** did this happen/where were you?
- **When** did this happen?

Remember you are only clarifying with the young person if something concerning did happen or could have happened from the information they give you

Then **REPORT** to DSL or Somerset Direct (it is helpful to discuss potential referrals with the designated person without delay).

Staff **MUST NOT**

- Investigate suspected/alleged abuse themselves
- Evaluate the grounds for concern
- Seek or wait for proof
- Discuss the matter with anyone other than their line manager, Somerset Direct, designated person and, as appropriate e.g. the Headteacher
- Children's Social Care & the Police are the only agencies that can investigate allegations of abuse