

# Starks Field Primary School

## Designated Child Protection Staff



*Ms Smith*  
Assistant Headteacher



*Ms Fulton*  
SENCO



*Ms Davies Oliveck*  
Headteacher



*Ms Baxter*  
Learning Mentor

### What to do if someone discloses to you

A child may confide in you and may not necessarily go to a teacher. Adults to whom a disclosure is made should remember:

- \* Yours is a **listening role**, do not interrupt the child if he or she is freely recalling a significant event. Any questions that may be needed to clarify what the child is saying should be framed in an open manner and not lead the child in any way.
- \* Complete a '**Cause for Concern**' form and pass this to a designated member of staff. The form should record the time, date, place and people who were present as well as what was said. If quoting the child please indicate this using speech marks (" ").
- \* You can find a copy of the '**Cause for Concern**' form in the SENCO office, Staffroom or School Office.
- \* Do not give undertaking of absolute confidentiality as you have a responsibility to disclose information to those who need to know.
- \* Finally, but most importantly, inform a designated member of staff immediately and give your form to them.

**If you are not sure whether it is a serious disclosure, always see a member of the designated staff.**