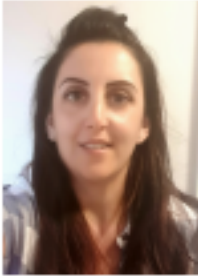


Designated Safeguarding Officers		What to do if a child discloses to you
		Safeguarding and promoting the welfare of children is everyone's responsibility. <u>LISTEN</u> • Yours is a listening role so do not interrupt if the child is freely recalling a significant event • If you need to ask a question to clarify what the child is saying, make sure it is an open question and that you are not making suggestions or putting words into the child's mouth <u>LOG</u> • Log the discussion and relevant information on 'CPOMS'.  • Remember that you can never promise confidentiality to any child or to 'keep a secret' <u>LIAISE</u> • You must report any concerns you have as soon as possible. Do not go home without logging or sharing the concern with one of the team • If you are unsure about anything, always chat to one of the designated team members. Best to be safe than sorry.
Fran Worby Headteacher	Stella Ioakim Inclusion Manager	
		
Maria Alexandrou Deputy Headteacher	Clare Bowkley Deputy Headteacher	
		
Sophie Charles Assistant Headteacher	Michelle Harmon SENCo	