



HEBDEN GREEN COMMUNITY SCHOOL

SAFEGUARDING PROCEDURE

Date	Review Date	Designated Lead	Nominated Governor
September 2024	September 2025	Stacey Sawicki	Ashley Roberts

All adults working with or on behalf of children have a responsibility to safeguard them.

What is abuse?

A child who is abused is said to be suffering or at risk of suffering from significant harm due to a deliberate act or failure to act to provide proper care or a combination of both these.

Children with disabilities are more likely to be abused than their peers

Who are the abusers?

Parents, carers, other adults (including professionals working with the child) or other pupils

Types of abuse

The four categories of abuse are **physical, neglect, emotional and sexual**

What to do if you suspect abuse

- Follow school procedures (full policy in the staff handbook)
- See, Listen, Believe, Act
- Take it seriously; keep it confidential
- Immediately Inform and discuss with one of the Designated Safeguarding Lead/Safeguarding Team (see below)
- Complete a record of your actions on CPOMS or, if you do not have access to CPOMS, a Cause for Concern form and share with the DSL.

Do not

- Jump to conclusions
- Force a child to disclose
- Suppose that parents/carers/colleagues are not part of the abuse – if you suspect a colleague you must inform a member of the SLT immediately

If a child makes a disclosure

- Listen carefully and remain calm
- Use TED 'Tell me about, Explain that to me, Describe that'
- Do not ask leading questions
- Reassure the child but do not promise not to tell anybody else – 'you have to tell to get help'
- Record carefully what has been said during the discussion or as soon as possible afterwards
- Ensure you speak to a member of the safeguarding team immediately

Recording a concern

- As a teacher record concerns on CPOMS using the category 'Safeguarding' and sub category 'Cause for Concern' this will create an inhouse safeguarding referral to the Designated Safeguarding Lead
- If you do not have access to CPOMS complete a yellow Cause for Concern form, located in across the school, and return forms to the Designated Safeguarding Lead
- Pass on an immediate concern to the safety of a child directly to the Designated Safeguarding Lead or a member of the Safeguarding team

ALL INFORMATION MUST BE PASSED TO THE DESIGNATED STAFF – YOU SHOULD NOT DEAL WITH SUSPECTED CHILD ABUSE ON YOUR OWN

Designated Safeguarding Lead: Stacey Sawicki

Safeguarding Team: Helen Ashley, Danielle Lamb, Lesley Ellison, Rebecca Stedman, Faye Bye

Nominated Safeguarding Governor: Ashley Roberts