

## APPENDIX 1

### Child Protection Procedures

#### Procedures to follow if a student discloses to a member of staff that he/she is being abused

The member of staff should:

- a) Believe the student, no matter how hard it is. It is **NOT** the member of staff's role to decide if the student is telling the truth. The member of staff should under no circumstances promise confidentiality. The disclosure cannot be kept a secret, so he/she should not agree to this but should tell the student that the information will have to be passed on to the CP Officer
- b) Control his or her emotions and stay calm. Fear and anger can frighten the student. The student should not be blamed, punished or made to feel embarrassed. The member of staff should try not to appear shocked and remain calm for the student's sake
- c) Give the student emotional support by reinforcing that he/she is not to blame and is right to tell someone. They should reassure the student that he/she is safe and let him/her ask questions. The member of staff should not ask the student any questions. If the student is questioned, this could be seen as 'leading' if the case goes to court
- d) Write up an account of the disclosure on the appropriate form, where possible using the actual words spoken by the student. This should be passed immediately to the Child Protection Officer
- e) Contact the Child Protection Officer immediately for advice on how to proceed.

The Child Protection Officer will contact, take advice from the Local Area Designated Officer (LADO) and make a written referral to social services or Education Welfare Service, where appropriate. These agencies will deal with examination and treatment of injuries, psychological and emotional support for the student and where appropriate, family protection from the abuser. A member of staff who makes a CP referral is unlikely to get feedback about the progress of the referral as all information is confidential.

#### Procedures to follow if there is suspicion of abuse but no disclosure

- a) The member of staff should make brief a record of everything, including times and dates of all discussions with the student, and inform the Child Protection Officer immediately. Any notes taken should be kept safe and confidential.
- b) The Child Protection Officer will take advice from the local authority and a decision will be made whether to make a referral as above or to hold the matter as a 'school concern'.
- c) If a suspicion arises again about the same student, a referral will be made as above.