



Safeguarding

What to do if a child begins to make a disclosure

For full details refer to Lawn Manor Academy Safeguarding & Child Protection Policy

Disclosure about to be made or you have a safeguarding concern

At the earliest opportunity, explain to the pupil that you cannot promise confidentiality and that if you consider them to be at risk and that you may need to pass the information on to protect them. Listen to the pupil and establish the cause for concern, **without asking leading questions**. If you do not feel able to hold the conversation, then contact a Designated Safeguarding Lead.

Inform all Designated Safeguarding Leads via CPOMS of the conversation you have had, who will then decide how to proceed. Do not ask the pupil to keep going over the events.
For urgent CP concerns, please see a Designated Safeguarding Lead in person.

The Designated Safeguarding Lead will decide what happens next, which may include:

- Meeting with the pupil (with or without the member of staff)
- Referring on to a member of staff for further support
- Supplying the young person with support details
- Referring on to other agencies, for example: School Nurse
- Contacting parents/carers
- Referring through to Children's Services (Social Care) via a written referral (RF1) to be sent within 48 hours

Additional:

- You should expect to get some, but maybe limited, feedback on what happens next.
- Do not discuss this concern with other colleagues unless requested to by a Designated Safeguarding Lead.
- Do not discuss confidential information in a public area.
- It is not uncommon for safeguarding records to be subpoenaed by the police or required by Social Services, and they must reflect a professional and factual account of the situation

Remember this information is on a 'need to know' basis. The Designated Safeguarding Lead (DSL) will decide who needs to be made aware of the circumstances.

Designated Safeguarding Lead: Russell Langdown (*Deputy Headteacher*)

Deputy Designated Safeguarding Lead: Hannah Wolfe (*Safeguarding & Partnership Officer*)

Assistant Safeguarding Leads: Sandra Muir (*Headteacher*) & Becci Benson (*Transfer & Inclusion Coordinator*)

Posters are displayed in all classrooms and offices with details and pictures of the Safeguarding Leads