



## Safeguarding at Arundel Church of England Primary School

The designated person to report any concerns in writing to is the Headteacher, Mr Andrew Simpson



The deputy designated person(s) are the Deputy Headteacher and Assistant Headteacher, Mrs Heidi Simpson and Mrs Hayley Meyer.



The designated governor for safeguarding is Mr Miles Ockwell.



The Safeguarding Policy and the Whistleblowing Policy are available from the office should you need them.

### **Disclosure of abuse by a child:**

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able to stay calm and controlled.

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Allow the child to talk freely, listen rather than ask direct questions.
- Re-assure the child, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order that you can help them.
- Do not interrogate the child or ask leading questions.
- Re-assure the child that it is not their fault. • Stress that it was right to tell.
- Make them aware that their disclosure will be reported only to those that need to know and can help.
- Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to the Designated Safeguarding Co-ordinator / Headteacher to enable the matter to be dealt with in the most appropriate way.
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

It is important to remember the children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.