

Appendix G - Frequently Asked Questions

What do I do if I hear or see something that worries me?

- *Report to the designated safeguarding lead or head teacher. Please remember all reports must be recorded, reporting verbally is not enough*
- *If that is not possible, telephone Children's Services (OneCall 01670 536400) as quickly as possible. (In an emergency call 999 for the police)*

What are my responsibilities for safeguarding and child protection?

- ***To know the name of your designated safeguarding lead and who to contact if they are not available***
- ***To respond*** appropriately to a child and ensure the child/young person knows you are taking their concerns seriously
- ***To report*** to the Designated Safeguarding Lead or directly to Social Care if that is not possible
- ***To record*** your concerns, using your school's agreed paperwork
- ***Do not do nothing***

Can I go to find someone else to listen?

- *No! You should never stop a child who is freely recalling significant events; however, you may want to have a colleague with you who is recording the child's disclosure while you actively listen, giving them 100% of your attention*

Can I promise to keep a secret?

- *No! The information becomes your responsibility to share to protect. As an adult, you have a duty of care towards a child or young person*

Can I ask the child questions?

- *You should never ask probing questions*
- *However, you **can** ask a child to repeat a statement or for clarification*
- *Do not make judgements or say anything about the alleged abuser; it may be construed as contriving responses.*
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Do I need to write down what was said?

- ***Yes***, as soon as possible, exactly what was said. Use your school's agreed paperwork and make sure you date and sign the record
- *Make sure you record facts and not opinions*