



## DAUBENEV MIDDLE SCHOOL

### SAFEGUARDING

#### Guidelines for Staff when Child Abuse is suspected

This is intended as a quick reference guide and should be read in conjunction with the full Safeguarding Policy.

There are four categories of abuse for the purpose of the Child Protection Register -

**Neglect**  
**Physical Injury**  
**Sexual Abuse**  
**Emotional Abuse**

#### **Note:**

Sometimes it is quite clear that abuse has taken place, but there are instances when staff are less sure and need to seek advice. If a member of the staff suspects that there may be abuse, they should discuss it with Mrs. Evans, the designated teacher for safeguarding. She will then, if necessary, contact Social Care for advice before a decision is made on how to proceed.

#### **When child abuse is suspected:**

1. Remember that at this point legal proceedings may be involved. Staff must be careful to keep within legal guidelines as this is the best way of ultimately protecting the child.
2. If the child wants to talk, then he/she should be allowed to, but staff **cannot promise that a disclosure is in confidence.**
3. Staff may seek information from the child, but leading questions should not be asked. **Observe and listen but do not probe** is the golden rule. It is best to keep to open questions, such as "Who?", "What?", "When?", "How?", "Where?" - e.g. "When did this happen?", or "Tell me what happened?" Questions such as "Did your Mum/Dad hit you?" should be avoided at all costs.
4. The child must not be asked to repeat the story several times - this could be seen as 'rehearsing' the story.
5. Notes should be kept by all staff involved and passed on to Mrs. Evans. There must be a clear distinction between fact, observation, allegation and opinion.

#### **Process**

Teacher Involved  
|  
Refer to Mrs. Evans  
|  
Collection of all relevant facts  
||  
Mrs. Evans contacts Social Care

The case is then the responsibility of Social Care and/or the Police. Mrs. Evans will continue to be involved in all events which concern these agencies and take place on the school premises. Mrs. Evans will keep relevant staff informed of all events and will endeavour to keep them informed of what outcomes are achieved by the various other agencies. At a later date staff will be asked to attend a Child Protection Meeting at Social Care.

For further information please contact Mrs. Evans.

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