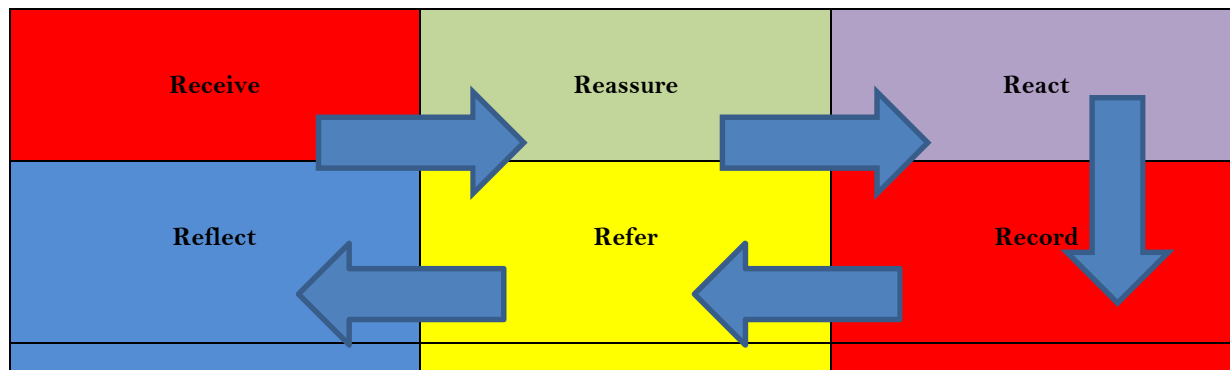


Guidance for all teachers, staff and volunteers at
Old Church C.E. Primary School in the event of a pupil disclosing information.



Receive

- Listen to what is being said, without displaying shock or disbelief
- Accept what is said
- Take notes.

Reassure

- Reassure the pupil, but only so far as is honest and reliable. Don't make promises that you may not be able to keep e.g. "Everything will be alright now".
- Do reassure and alleviate guilt, if the pupil refers to it, e.g. "You are not to blame." "You are not the only young person this has happened to."
- However, ensure that you do not promise confidentiality

React

- React to the pupil only as far as necessary for you to be able to refer to the matter, don't 'interrogate' full detail. It is not your duty to investigate.
- **DO NOT** ask leading questions, e.g. "What did he do next?" "Where did he touch you?"
- **DO ASK** open questions like, "Anything else to tell me?"
- **DO NOT** ask the pupil to repeat it all for another member of staff.
- **DO NOT** criticise the alleged perpetrator; the pupil may love him/her.
- **DO NOT** promise confidentiality. Explain that you have to tell the designated teacher, who will decide what to do next.

Record

- Make a record of what is said at the time. Do not destroy any original notes, in case courts require them.
- Record the date, time, place and any non-Verbal behaviour, e.g. aggressive, fearful, and anxious.
- Include the pupils name, age and ethnicity.
- Note down the position of any bruising
- Record statements and observable things rather than your interpretation or assumptions.

Refer

- Refer ASAP to designated teach, DO NOT leave overnight

Reflect

- Ask yourself if you have done everything you can within your role.
- Refer any remaining concerns to the designated teacher, e.g. any knowledge of siblings in the school, or previous contact with parents.

Your designated CP teacher: Davina Clacy

Deputy CP designated teacher: Stephanie Ash

CP Governor: John Bonhomme