

Cleves School Safeguarding Information for Visitors and Volunteers

Safeguarding is a crucial issue and all adults working at Cleves need to be aware of our Safeguarding policy and the following details.

1. In case of a disclosure of concern

1. Safeguarding Issues come under **four** categories: Sexual, Physical, Emotional, Neglect. If something happens that you feel is a safeguarding issue or a child discloses information to you:
2. Listen carefully to the child and avoid interrupting if possible.
3. Try not to ask leading questions.
4. Reassure the child that they have done the right thing and you will let another adult know about their problems (A member of the safeguarding team).
5. Do not agree that you will keep the information secret and to yourself.
6. As soon as you get an opportunity write down in as much detail about the disclosure as possible while you can remember accurately what was said.
7. Bring it to a member of the Safeguarding Team. This must be as soon as possible and before leaving the school.

Chris Hodges: Lead Designated Child Protection Officer
Ian Russ: Deputy Designated Child Protection Officer

8. Once shared with the DSL Safeguarding concerns and disclosures must then be kept in strict confidence.

There are a number of additional safeguarding categories to be aware of: pupils at risk of radicalisation or involvement in terrorism, Forced Marriage (FM) where whistle-blowing may come from younger siblings, Female Genital Mutilation (FGM).

In all of these circumstances the same procedures apply.

2. Incident Log

If an incident occurs that is not a safeguarding issue but still worth noting it should be recorded. We have a **school incident log, which** can often help to build part of a wider picture of a child's situation and can be extremely valuable. If an incident occurs you should:

1. Note down anything you see or are told by a child
2. Speak to the class teacher and give them your report
3. In the absence of the class teacher seek a member of the leadership team and inform them.

3. Whistleblowing

If you wish to contact the Chair of Governor independently of the Cleves email system you can use the following address: cleveswhistleblowing@outlook.com

If you require a full copy of our safeguarding policy please ask at reception.

Please sign and date a copy of this information sheet to acknowledge you have understood it and will comply with school policy

Signed _____ Date _____