

## **Safeguarding Children**

If an allegation of abuse is disclosed to you, you should observe the following guidelines.

### **Best Practice Guidelines**

- Your most helpful role in such cases is to listen; not to judge, rescue, give advice or take action on behalf of the student.
- Stay calm.
- Reassure them that they are doing the right thing in informing someone.
- Take him/her seriously.
- Questions should be kept to a minimum, and leading questions should be avoided. The use of leading questions can cause problems for any subsequent investigation and any court proceedings.
- It is important that you remain impartial. You need to find a way of separating your issues and feelings on the matter from those of the student.
- If they do not wish to disclose and you feel uncomfortable listening, you can refer them/take them to the Designated Safeguarding Person or the College Counsellor.
- Refrain from making comments or judgements.
- The student may prefer to approach other sources of support with you rather than alone. If this is the case, please help the student by being present at these meetings.
- Promises of confidentiality should not be given, as the matter may develop in such a way that these cannot be honoured.
- Be aware that a student may not accept the offer of help immediately, but may do later and this may be the best course of action at that time.
- Be aware that hearing about abuse can be stressful, and that you might need help to de-brief afterwards. The College Counselling Service is confidential and is available to all members of staff.
- Individual staff should never deal with abuse disclosures in isolation and should always refer to the Designated Safeguarding Person or the College Counsellor.
- The College Counsellor, works to the British Association of Counselling and Psychotherapy Ethical Framework for Good Practice and, whilst respecting the confidentiality of the student, she will work with him/her towards increased safety and disclosure where appropriate. The Counsellor has information about and contact details of other support agencies.

**Approved by Corporation 3 November 2005**

**Minor revisions approved by Corporation 18 December 2007**

**Minor revisions approved by Corporation 15 December 2011**

**Minor revisions approved by Corporation 25 February 2014**

## Safeguarding Children Reporting Form

### Child Protection Under 18 Issue

<b>Section A</b> to be completed by the member of staff with student	
<b>Date:</b>	<b>Time:</b>
<b>Name:</b>	<b>Address:</b>
<b>Tel No:</b>	
<b>Female/Male</b>	
<b>DoB:</b>	
<b>Course:</b>	
<b>Tutor Group:</b>	
<b>G.P. Name:</b>	<b>G.P. Address</b>
<b>G.P. Tel No:</b>	
<b>Social Worker Name (if applicable):</b>	
<b>Social Worker Tel No:</b>	

**Safeguarding Children Reporting Form**

<b>Section B</b> to be completed by the member of staff	
<b>When was the allegation disclosed/suspected?</b>	
<b>Date:</b>	<b>Time:</b>
<b>When did the alleged abuse take place?</b>	
<b>What is the nature of the alleged abuse? (sexual, physical, emotional, neglect)</b>	
<b>Give a description of any injuries observed</b>	
<b>When did the alleged abuse take place?</b>	
<b>What prompted the student to disclose now?</b>	
<b>Write your name in the next box and the names of any others present at the time of disclosure</b>	
<b>Detail the account given of the allegation</b>	
Continue on separate page if necessary	

**Safeguarding Children Reporting Form**

<b>Section C</b> to be completed by the Designated Safeguarding Person following discussions with other appropriate staff	
<b>Names and positions of those involved in consultation:</b>	
1.	2.
3.	4.
<b>Section D</b> to be completed by the Designated Safeguarding Person in the case of non-referral	
<b>Support to be provided to student by:</b>	
<b>Support to be provided to staff by:</b>	
<b>Section E</b> to be completed by the Designated Safeguarding Person in the case of referral	
<b>Summarise action to be taken, including contact with Social Services/other agencies:</b>	
<b>Contact Name:</b>	<b>Contact Number:</b>
<b>Outcome:</b>	
<b>Review Date:</b>	<b>Records to be kept until:</b>
<b>Support to be provided to staff member by:</b>	

## Flow Chart for Procedures

