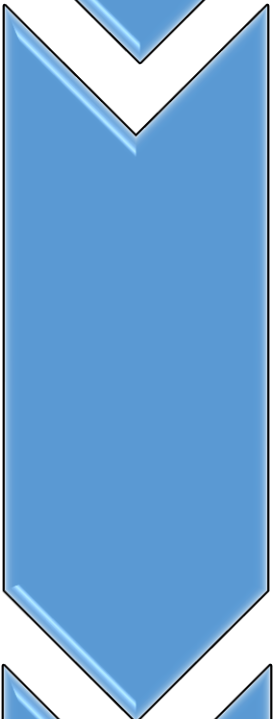


Safeguarding Prompt Sheet for School Staff



- Safeguarding concern arises from information which indicates that a child has or may have been affected by:
 - behaviour that may have caused risk or harm
 - been exposed to criminal activities that could or have caused harm to child(ren).



- Explain to the child that you will share this information with a senior member of staff in order to help them.
- Listen carefully to and take seriously what the child is saying
- Reassure the child who has made the disclosure to you and say that they have done the right thing and assure them that you believe them.
- Give the child time to talk, but do not probe or ask leading questions. Investigation is not your responsibility - Remember TED (Tell, Explain, Describe what has happened).
- Do not promise to keep secrets. All allegations of harm or potential harm must be acted upon.
- Record what has been said as soon as possible after the conversation and ensure that a Designated Safeguarding Lead (DSL) is notified immediately.
- Do not confront the person subject to the allegation and do not delay in recording and reporting.



- As soon as you can ensure you have completed a written account of the disclosure.
- If you are noting bruising or marks, be sure to include the size, quantity and colour of the bruising or marks.
- This information should be shared with your DSP or Senior Leadership Team (SLT) if DSL not available.



- The DSL (or SLT) will proceed with the matter and should inform you of any appropriate next steps.
- All referrals should be shared with both MASH and the Vulnerable Groups Team.
- If you do not hear from the DSP within 24 hours, please make contact with them.

What to look out for:

Physical Abuse

- Unexpected burns, cuts, bruises or welts
- Bite marks, swollen and tender limbs
- Antisocial behaviour
- Problems at school
- Fear of adults

Sexual Abuse

- Inappropriate interest or knowledge of sexual acts
- Nightmares and bed wetting/soiling
- Drastic change in appetite or behaviour
- Over-compliance or excessive aggression
- Fear of a particular person or family member

Emotional Abuse

- Depression
- Hostility or stress
- Eating disorders
- Apathy or hopelessness

Neglect

- Unsuitable clothing for the weather
- Extreme hunger
- Dirty or unbathed
- Unkempt or dirty clothing
- Lack of apparent supervision

Financial Abuse

- Sudden changes in banking practices
- Unauthorised withdrawals of funds using ATMs
- Only being worthy due to their financial worth

Recording an initial discussion:

Any discussion about the welfare of a child at risk of harm - both those that occurred within the school and those with social services - must be recorded in writing. The recording must include:

- The date, time and names of those who took part in the discussion;
- The information shared and sources;
- The rationale for the decision made, including decisions to take no further action;
- What actions will be undertaken and by whom.

Any practitioner with concerns about a child must document their concerns - whether further action is or is not taken.

Useful Numbers

Education Engagement Team Manager:

Tel: 01656 642400

gail.biggs@bridgend.gov.uk

EET Cluster Co-ordinator: Anneliese Donovan

Tel 01656 815206

anneliese.donovan@bridgend.gov.uk

Children's Services Assessment team (MASH)

Tel: 01656 642320

Mashcentra@bridgend.gov.uk

Emergency duty team (out of hours)

Tel: 01443 743665

Bridgend Early Help

Tel: 01656 815420

earlyhelp@bridgend.gov.uk