



HEBDEN GREEN COMMUNITY SCHOOL

SAFEGUARDING PROCEDURE			
Date	Review Date	Designated Lead	Nominated Governor
September 2025	September 2026	Stacey Sawicki	Ashley Roberts

All adults working with or on behalf of children have a responsibility to safeguard them.

What is abuse?

A child is who is abused is said to be suffering or at risk of suffering from significant harm due to a deliberate act or failure to act to provide proper care or a combination of both these.

Children with disabilities are more likely to be abused than their peers. The four categories of abuse are **physical, neglect, emotional and sexual**

Parents, carers, other adults (including professionals working with the child) or other pupils can abuse others.

What to do if you suspect abuse

- Follow school procedures (full policy on school website)
- See, Listen, Believe, Act
- Take it seriously; keep it confidential
- **REPORT and then RECORD**

Do not

- Jump to conclusions
- Force a child to disclose
- Suppose that parents/carers/colleagues are not part of the abuse – if you suspect a colleague you must inform a member of the SLT immediately

If a child makes a disclosure or you believe a child is at risk of harm

- Listen carefully and remain calm
- Use TED 'Tell me about, Explain that to me, Describe that'
- Do not ask leading questions
- Reassure the child but do not promise not to tell anybody else – **'you have to tell to get help'**
- Record carefully what has been said during the discussion or as soon as possible afterwards
- Where concerns are based on observations/marks or any other changes; have focused discussions with the DSL or a member of the safeguarding team. Keep accurate records. Seek medical support where appropriate.

REPORT – IMMEDIATELY REPORT YOUR CONCERNS TO THE DSL OR A MEMBER OF THE SAFEGUARDING TEAM

Recording a concern

- As a teacher **record** concerns on CPOMS using the category 'Safeguarding' and sub category 'Cause for Concern' this will create a safeguarding notification to the Designated Safeguarding Lead
- If you do not have access to CPOMS complete a yellow Cause for Concern form, located in across the school, and return forms to the Designated Safeguarding Lead. All paper based records will be uploaded onto cpoms

Designated Safeguarding Lead: Stacey Sawicki

Safeguarding Team: Helen Ashley, Danielle Lamb, Lesley Ellison, Rebecca Stedman, Faye Bye

Nominated Safeguarding Governor: Ashley Roberts