



## Safeguarding is a priority in our Federation



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**Mrs Fiona Motteu**

**Deputy Designated Safeguarding Lead**

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### What to do:

- Listen without judgement
- Ask open questions to clarify but not to investigate further
- Do not promise confidentiality, explain that you may need to speak to someone to get help
- Reassure the child but try to avoid unnecessary physical contact
- Record using the child's exact words, log the context, time, date and sign it
- Avoid judgements and opinions
- Seek advice ASAP from the Designated Safeguarding Lead (see above)
- Maintain contact with the child to reassure them
- Be professional and do not discuss the matter openly with anyone else

Follow the **CHILD PROTECTION POLICY and MANUAL** (located in the staffroom).