



KINGSDALE FOUNDATION SCHOOL

CHILD PROTECTION PROCEDURE – Visiting Speakers

To: **Visiting Speakers, Facilitators and Adults from outside Agencies and other Adults working with Kingsdale Pupils.**

What to do if a child discloses that he or she is being abused under any of the following categories:

- Sexual Abuse;
- Physical Injury.
- Neglect.
- Emotional Abuse.

If you have the slightest concern about safety or wellbeing of a child after he or she has told you something or if a child prefaces a disclosure by asking you to promise that you will not share this information with anyone else, ***tell the child that you are not able to make that guarantee.***

It is vital to act appropriately and promptly. **You must:**

Find out the child's name (ask a member of staff as follows or anyone who is able to tell you) and refer the matter immediately to:

Lead Safeguarding Officer	OFU
Lower School	OFU, VTR, EFO, JJS
Middle School	OFU, VTR, ASL, VGR, RCK
Upper School	VTR, ASL, JCY
Senior School	OFU, GBD, VGR

Do this in writing via CPOMS (Child Protection Online Management System) stating exactly what you have been told and including the name of the child. Do not leave the site until you are confident that the matter has been passed to the relevant person.

It is essential that you do not quiz the child or put words into his/her mouth.

It is important that you do not say anything to the parents or carers since this could place the child at further risk.

Any such information divulged is confidential and should not be discussed with anyone other than the staff named above.

Thank you.