



The Safeguarding Team at Princetown Primary



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If you have any concerns about the welfare of a child, it is your duty to inform one or more of the Safeguarding Team immediately. They will help you to complete the relevant documentation.

If it is a child protection matter, use CPOMS to log your concern. If you are a visitor, please speak to one of the Safeguarding Team immediately.

If a child discloses something:

- Listen, accept, and use the Tell Me More, Explain and Describe (TED) approach.
- Reassure the child that they have done the right thing by telling you.
- Inform the child of what you are going to do.
- Make accurate notes using the child's actual words and note down any body language you notice.
- If there are injuries, record on a body map.
- If appropriate, complete a genogram document.

Don't

- Promise confidentiality, investigate, interrupt, or ask leading questions.

'Safeguarding is everyone's responsibility'