



## Hadley Wood School is committed to the safeguarding of our pupils and staff.

What to do if someone discloses to you: (*A child may confide in any member of staff - or any other adult in the school, including parent helpers*).

- Yours is a listening role. Do not interrupt the child if he or she is freely recalling a significant event. Any questions that may be needed to clarify what the child is saying should be framed in an open manner and not lead the child in any way.  
*Remember 'TED': tell me about... explain... describe...*
- Make a note of the discussion as soon as is reasonably practicable (but within 24 hours) to pass on to the Designated Teacher (the Head, Deputy or Inclusion Manager). The note should record the time, date, place and people who were present, as well as what was said - this may be used in any subsequent court proceedings.
- Do not give an undertaking of absolute confidentiality. The child should understand that, in order to keep them safe, you might need to tell someone. Resist the inclination to become the child's 'hero': the school procedures are in place to facilitate effective prosecution if this becomes necessary.
- *Always* inform the Designated Teacher; your responsibility in terms of referring concerns ends at this point. Even if you are not sure that it is a serious disclosure, it is still worth the referral as it is always better to be safe than sorry.



Fran Worby, Lead



Lynsey Jennings



Paula Bertram



Rachael Byrne

### Designated Teachers:

**Fran Worby (Lead), Headteacher**  
**Lynsey Jennings, Deputy Headteacher**  
**Paula Bertram, Assistant Head Inclusion**  
**Rachael Byrne, Staff Governor**

Please note: in various documents these roles are variously described as 'Designated lead' 'designated team' and the 'Child Protection Lead/team'. These terms all apply to the team outlined above.