

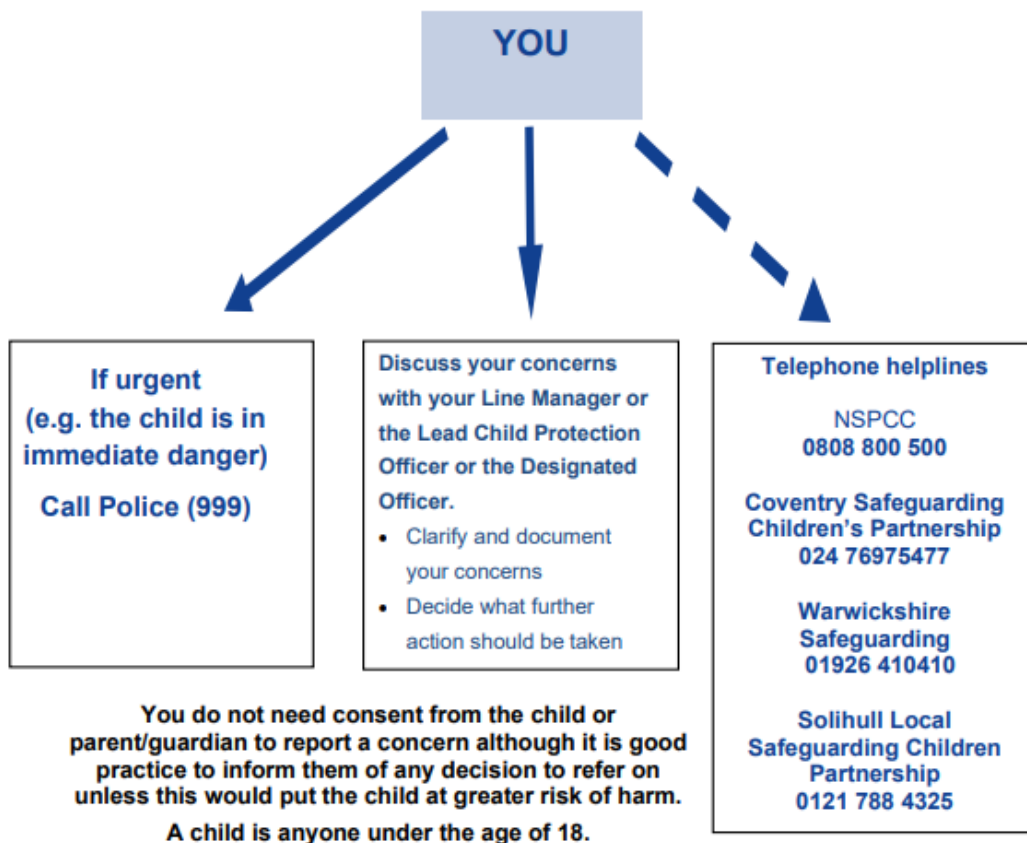


Safeguarding
Dealing with concerns or suspicions for children & young people

Procedure for reporting a concern about a child

PROCEDURE FOR REPORTING A CONCERN ABOUT A CHILD

Recognise → Record → Report



Do	Do not
Stay Calm	Make promises you can't keep
Ensure child is safe	Keep it to yourself
Listen to the child	Re-act in an inappropriate manner
Reassure the child	
Be honest	
Make accurate notes	
Maintain confidentiality	
Tell the designated officer	
Follow the guidelines	