

# Maxwellton Primary School and Nursery Class

## Child Protection Procedures

ALL VISITORS SHOULD READ PRIOR TO ENTERING SCHOOL OR NURSERY

Children have the right to be safe. It is everyone's responsibility to ensure that we respect and uphold this right.

If you think a child is in need or a disclosure is made to you, you **MUST** do the following:

- Listen carefully, let the child speak.
- Don't show disbelief or panic.
- Take the allegation seriously, reassure the child and ask how they feel.
- Avoid expressing your views on the matter.
- Don't guarantee confidentiality and explain your reasons for this.
- Do not question the child. This is not your responsibility.
- Do not carry out an investigation or take photographic evidence. This is not your responsibility.
- Act quickly and share the information with the Designated Child Protection Coordinators as soon as possible.

The Designated Child Protection Coordinator is:



Elaine Cooke, HT

If Elaine Cooke is not available, concerns should be reported to Carolyn Brown, ADHT.

**ALL INSTANCES OF CHILD PROTECTION CONCERNS OR DISCLOSURES SHOULD BE REPORTED TO THE CHILD PROTECTION COORDINATORS WITHOUT DELAY.**