

Heathfield Primary School and Early Years Centre

Child Protection Procedures

ALL VISITORS SHOULD READ PRIOR TO ENTERING SCHOOL OR EYC
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.

They are:



Natalie Spence,
DHT



Kathryn Hamilton,
DHT



Laura Boyd
Acting DHT



If unavailable,
Gaenor Hardy, HT

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