

## Safeguarding Procedure for All Adults in School

- If a child or parent says **anything that concerns you**, report to the DSL and complete an incident form.
- **Don't ask the child leading questions.**
- **Don't investigate.**
- **Always talk to the DSL**, however insignificant the issue may seem - trust your instincts!
- Ensure that when you complete forms you write down **facts not opinions.**
- Put anything that is a quote in **quotation marks.**
- Sign and date incident forms and hand them to the DSL **straight away.**
- If the DSL is not in school, hand to the **back-up DSL.**
- **Maintain confidentiality** by only discussing with relevant staff in school.
- **Speak with parents** about concerns as the first stage and record conversation on an incident form. (Discuss with DSL if unsure how to broach with parents).