Safeguarding Referral Form (to be used if a disclosure is made by a pupil or parent/carer)

This form is for those members of staff that cannot access CPOMS or when it is appropriate to have paper headings to support the disclosure process.

This form should be used when a pupil or parent/carer discloses to any member of staff or volunteer that they or another pupil is suffering from, or is at risk of, abuse (defined as 'significant harm'). Please refer to the guidance overleaf before proceeding, and when completed, pass the form immediately to the Designated Safeguarding Lead or their Deputy.

1. Referrer:

Name:

Role:

2. The Pupil

Name:

DOB: Year/Class:

3. Parent/carer details:

Name(s):

Address: Phone/Mobile:

4. The issue (Record of conversation - use continuation sheet if necessary):

- Record what was said by the pupil and by you
- Include as much detail as you can about any perpetrator
- Use the exact words and phrases used by the pupil
- Clearly distinguish between fact, observation, allegation and opinion
- Note the non-verbal behaviour and the key words in the language used by the pupil

5. Did anyone else witness the disclosure?

Name and contact of others present:

6. Did the child/vulnerable adult give consent to share?

Please state the exact words used:

If not, did you explain that you would have to share this information with the Designated Safeguarding Lead and who else might receive this information and why (please circle)? Yes / No

7. Has the parent/carer been notified? If yes, what did they say?

Note the exact words used by the parent/carer:

Taking into account issues of Data Protection, include any relevant background information about family situation etc. that you are aware of, any siblings or other young people who may be at risk, any support services or agencies involved with the young person.

8. Additional Information

9. Any other comments

Signed…… Time and date:……..……..

Ensure the pupil is safe and being cared for before you leave them, and be clear what you have agreed about contacting the school's Designated Safeguarding lead or their Deputy.

This form and any notes taken must be passed to the Designated Safeguarding Lead or their Deputy as soon as possible and <u>in any event no later than the end of the timetabled day.</u>

If the allegation or complaint is made against the Designated Safeguarding Lead or their Deputy, this information should be passed directly to Head Teacher.

Do's and Don'ts of conversing with a student/young person re. a disclosure
Do: ● **Allow the pace of the conversation to be dictated by the pupil** ● **Ask neutral questions which encourage the pupil to talk such as "can you tell me what happened?"** ● **Accept what the pupil says and do not ask for further detail** ● **Acknowledge how hard it was for them to tell you** ● **Reassure the pupil that they have done the right thing** ● **Explain whom you will have to tell (the Designated Safeguarding Lead) and why**
Don't: ● **Burden the pupil with guilt by asking questions such as "why didn't you tell me before?"** ● **Interrogate or pressure the pupil to provide information** ● **Do not ask leading questions which could compromise case evidence** ● **Ask any questions that start with the words, how, what, when, where and why** ● **Criticise any perpetrator** ● **Promise confidentiality or make promises that you cannot keep such as "it will be alright now"**

All forms should be signed off by the Designated Safeguarding Lead and filed securely. The outcome must also be recorded.