

## Recording Suspicions of Abuse

Where a child makes a disclosure or shows sign of abuse (i.e. unexplained bruising, marks, or signs of neglect), we ensure that the child is listened to and without interruption. We offer the child understanding and reassurance and inform the child (appropriate to their level of understanding) that action will be taken.

Under no circumstances do we challenge the child or asked the child questions. We record all information disclosed to us in an objective manner, writing down the time and the date that the disclosure was made, as well as the exact words that were spoken by the child. It is essential that everything is recorded irrespective of relevance.

These records are signed accordingly and they are dated and kept in a safeguarding file that is held securely and confidentially.

## Procedures for Responding To Suspicions Of Abuse

In our setting, we acknowledge that abuse can take place and it can take place in different ways and different forms. The supervisor in charge must ensure that they are up to date with safeguarding legislation and hold a valid child protection certificate.

Types of abuse are Physical, emotional, sexual and neglect and bullying

Behaviours that may be displayed by children that could pertain to possible signs of abuse are dealt with by the policy and procedure of the setting. The child's key person must make a dated record of the details of the concern and must discuss what to do with their local authority link officer. All information is recorded and stored on the child's personal file.

In our setting, we refer all genuine concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. In some situations, this may include the police or another agency identified by the local Safeguarding Children's Board.

In the event of a disclosure, we take care not to influence the outcome of a child's disclosure. We do this by refraining from asking leading questions or through the way we speak with a child.

September 2019

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