

Safeguarding Policy and Code of Conduct

General policy statement

Curious Minds aims to stimulate personal and social change through curiosity, creativity and learning. The organisation's mission is to work in partnership with others to make this vision a reality. This involves:

1. Working with children, young people and their communities as co-constructors of creative learning programmes and as development partners
2. Improving the ways in which creative learning is made possible, to support leadership, personal activity and attainment and to achieve a more creative and fulfilled society
3. Promoting and campaigning for creativity as the foundation for:
 - economic and social regeneration
 - emotional and social wellbeing
4. Enhancing the connection of people and communities through sustainable creative and cultural development networks and partnerships
5. Working in an exciting, inspiring, creative and enabling manner

Curious Minds works with schools, other educational establishments, local authorities, private and public sector organisations, and cultural and creative partners in pursuit of these objectives.

Safeguarding Policy

Curious Minds has a duty of care to safeguard all children involved in its activities from harm. All children have a right to protection and the needs of disabled children and others who may be particularly vulnerable are also taken into account. Curious Minds will ensure the safety and protection of all children and vulnerable adults involved in Curious Minds activities through adherence to this policy and code of conduct. Curious Minds is fully committed to this aim, which over-rides all other concerns.

We believe that:

- The welfare of the child or young person is paramount
- All young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have an equal right to protection from abuse
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately
- Staff and volunteers should be clear on how to respond appropriately

Policy aims

Curious Minds is committed to safeguarding all children and young people who come into contact with our work. The aim of this policy is to promote good practice and to allow all staff to make informed and confident responses to specific safeguarding issues.

Where the policy refers to 'staff' this includes anyone employed by Curious Minds through the payroll and those who work for Curious Minds directly in a freelance or voluntary capacity, such as Curious Minds' Creative Agents, contractors and trustees.

This policy defines a child or young person as anyone under the age of 18 (The Children Act 1989, 2004 & Safeguarding Vulnerable Groups Act 2006) and recognises that there may be additional needs associated with children and young people with disabilities, from minority ethnic backgrounds or who are otherwise excluded from mainstream services.

We ensure all our staff who work with us are able to make informed and confident decisions regarding safeguarding issues and take all suspicions and allegations of abuse seriously. We expect everyone to read, understand and adhere to this policy and related procedures, except where it has been formally agreed that another appropriate policy provides greater protection for children and young people. The policy is also designed to ensure that Curious Minds staff take all reasonable care and steps to ensure their own and their colleagues' safety and protection by following Curious Minds' policy and procedure.

Curious Minds will take every reasonable step to ensure that children and young people are protected when:

- our own staff are directly involved in a project or programme
- we directly contract a creative practitioner or organisation to work with a school or in a young people's setting
- we work in partnership with other organisations and agencies to deliver joint work with children and young people

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting this policy and adhering to our associated procedures and code of conduct for staff
- recruiting all staff safely, ensuring all necessary checks are made before staff commence employment with us
- sharing concerns with agencies who need to know, involving children, school staff and parents appropriately
- providing effective management of staff through supervision, support and training
- reviewing this policy and related procedures annually

Review of Policy

This policy will be reviewed annually and amended when necessary.

Last reviewed June 2010.

Criminal Records Bureau Disclosure

The Criminal Records Bureau (CRB) acts as a 'one-stop-shop' for organisations, checking police records and, in relevant cases, information held by the Independent Safeguarding Authority (ISA). There are two levels of CRB check currently available; called Standard and Enhanced Disclosures.

Standard Disclosure is the minimum level of Disclosure recommended for anyone with direct contact with children. This is only appropriate if the individual will not have unsupervised access to children. Standard Disclosure provides information on criminal records (spent and unspent convictions) and the two Independent Safeguarding Authority (ISA) Vetting and Barring Scheme lists, which provide names of individuals banned from working with children or vulnerable adults.

Enhanced Disclosure is for people who are in situations where they have intensive short or long term access to children, young people or vulnerable adults, where as a result of this access it would be relatively easy for them to commit abuse. It includes the information provided by a standard Disclosure as well as any investigations currently underway, and may also contain non conviction information from local police records which a chief police officer thinks may be relevant.

Curious Minds procedures

Employees and Creative Agents - From September 2010, employees and Creative Agents will be required to apply for enhanced disclosures through Curious Minds.

Other freelance contractors delivering regulated activity with children and young people – From September 2010 creative practitioners contracted directly by Curious Minds will be required to apply for an enhanced disclosure through Curious Minds directly if their contract is for four months or more. If their contract is for less than four months Curious Minds will accept previously issued CRB certificates from individuals on the condition that they are:

- clear with no convictions showing in the appropriate boxes
- no older than 1 year by the date of end of the project that the individual is being contracted to work on

How will CRB applications be carried out?

When a CRB application is needed, Curious Minds will support the application process through the registered umbrella body, GB Recruitment (Staffs) Ltd. Staff will be required to make an appointment at a Curious Minds office to complete an application form and present a number of documents as valid identification.

Curious Minds recognises that there may be specific safeguarding policies implemented by the Children's Services Departments of local authorities, which require CRB applications to be carried out through a specific registered body. Where these instances arise Curious Minds will work with the local authority, the school and/or partner to ensure that the CRB application is processed in the most timely and convenient manner.

Processing Disclosures for individuals contracted through partner organisations

If a disclosure check is administered on behalf of an organisation Curious Minds will not share the contents of the disclosure with that organisation. It remains the individual's responsibility to share relevant information with the organisation involved. Curious Minds requests that all partner organisations and schools ensure they see disclosure certificates before directly contracting individuals to work in schools and ensure they have a written agreement with individuals working for them that states disclosure information will be shared.

What happens if a criminal record is revealed on a Disclosure?

Curious Minds will make direct contact with the individual, or if applicable with the individual's line manager, to assess the risks attached to the conviction and the individual working in a school environment or young person's setting. Curious Minds will discuss with the individual how they would like to handle the situation and their desired outcome. The conversation will also explain the next steps that will be taken;

- The designated Child Protection Officer for Curious Minds should be informed of the situation, but at this stage does not necessarily need to know who the individual concerned is

-
- Curious Minds will inform the Head teacher (if a school setting) of the contents of the disclosure and the conversation that took place with the individual and his/her line manager
 - A meeting should then take place between Curious Minds, the Head teacher and the individual, allowing the individual to state their case before a decision is taken, following the Rehabilitation of Offenders Act guidelines
 - Following the meeting it is the Head teacher's decision as to whether the individual can work in their school
 - Details of the disclosure will only be known by up to 3 members of Curious Minds (including the Child Protection Officer), the Head teacher and if applicable, the individual's line manager
 - If the individual chooses to withdraw from the project and directory, all paperwork relating to that person and their disclosure must be returned to them or destroyed

CRB Disclosure for international individuals

The Criminal Records Bureau can only check the records of non-British residents over the period they have lived in the UK; i.e. if they have been in the UK for two years, then the enhanced disclosure certificate will be for these two years.

Where a CRB certificate is required Curious Minds will ask individuals visiting from overseas to provide a 'certificate of good conduct', which they can obtain from their embassy.

Curious Minds practitioner directory

From September 2010 new practitioners will only be added to the directory if they have a CRB enhanced disclosure that:

- lists no convictions that indicate you are unsuitable to undertake the role described. Convictions will only be taken into account where they are directly relevant to the post and in line with the guidance outlined by DCSF in their publication "Safeguarding Children and Recruitment in Education" 2007
- no older than 1 year by the date of end of the project that the individual is being contracted to work on

Practitioners who do not have a disclosure certificate less than a year old can apply for an enhanced disclosure through Curious Minds.

Once a disclosure is in place prospective partners will need to make an appointment to visit their local Curious Minds office to present the original copy of the certificate to the Curious Minds representative who will carry out the necessary checks and certificate verification prior to the individuals details being added to the directory.

By the end of 2010 all our existing practitioners on the directory will have attended a Child Safeguarding Training day.

Working with organisations

All featured organisations on the directory will be asked to sign an agreement that confirms that any employee or freelance contractor involved in delivering 'regulated activity' for children and young people and have enhanced disclosure certificates.

Working with schools

Each Creative Partnerships school will sign a Partnership Agreement stating they will take responsibility for ensuring they view the enhanced disclosures of all practitioners working in their school. Schools will be asked to take full responsibility for ensuring any practitioner they contract is deemed to be suitable in line with the school's own safeguarding policy.

A disclaimer will be added to the online directory reminding schools and Agents that the school or contracting body holds full responsibility for checking all contracted practitioners enhanced disclosure status in line with the school/contracting body's own safeguarding policy.

Employing Curious Minds Staff

'Staff' includes anyone employed by Curious Minds through the payroll and those who work for Curious Minds directly in a freelance or voluntary capacity, such as Curious Minds' Creative Agents, contractors and Trustees.

Curious Minds recognises that anyone may have the potential to abuse children in some way. All reasonable steps are taken to ensure suitable people are recruited and trained appropriately.

During interview and induction:

- consent will be obtained from an applicant to seek an Enhanced Disclosure
- two confidential references will be required, of which one should be regarding previous work with children (for posts in which there will be direct contact with children)
- evidence of identity (passport or driving licence with photo) will be required
- all staff and volunteers will be required to undergo an interview carried out to acceptable protocol and recommendations
- the job requirements and responsibilities will be clarified, including responsibilities for safeguarding children and young people
- successful candidates will receive a copy of and sign the Curious Minds Safeguarding Code of Conduct
- child protection procedures are explained and staff training needs are identified

Staff and volunteers will receive training to:

- analyse their own practice against established good practice and to ensure their practice is exemplary and likely to protect them against false allegations
- recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
- respond to concerns expressed by a child, young person or vulnerable adult
- work safely and effectively with children, young people and vulnerable adults

Responding to allegations or suspicions

It is not the responsibility of anyone working for Curious Minds, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Curious Minds assures all staff that it will fully support and protect anyone who in good faith reports their concern that a colleague or creative practitioner is, or may be, abusing a child.

If a member of staff or volunteer was worried about sharing concerns about abuse with a senior colleague, they can contact social services, the police direct or phone the NSPCC Helpline.

Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

Complaints against a member of staff will always and without exception be investigated. The police and other agencies will be informed at the discretion of the school and Curious Minds and the designated officers will be informed in all cases. The results of the police and child protection investigation may influence the disciplinary investigation, but not necessarily.

Curious Minds Designated Officers with responsibility for Child Protection

The Designated Officers will be permanent members of the Curious Minds staff team. When a Creative Agent is working in a school and has a concern or is disclosed to, they should report to the school's Designated Officer in full and make a brief account to the Curious Minds Designated Officers with responsibility for child protection. *See attached Model 2 – Reporting allegations or suspicions of abuse – contact details.*

Suspicious

- If a member of staff sees or suspects abuse of a child or young person, they should make the person with legal responsibility for the child or young person (e.g. teacher) aware of the problem
- If they suspect that the person with legal responsibility (e.g. the teacher) is actually the source of the problem, they should make their concerns known to another member of staff employed at the school
- The member of staff should make a note for their own records of what they have witnessed as well as their response, and must always make the Curious Minds Child Protection Officer aware of the situation, in case there is a follow-up.

Accidents and injuries

If a child or young person is injured – while at a Curious Minds event or participating in a Curious Minds project in a school – the Curious Minds member of staff / Creative Agent or directly contracted practitioner must make a record of the injury in the relevant accident book. This record should be counter-signed by a teacher if in a school.

If a child or young person arrives for a Curious Minds activity with an obvious physical injury, a record must be made in the relevant accident book. This record should be counter-signed by the person with responsibility for the individual. This record can be useful if a formal allegation is made later. It will also be a record that the individual did not sustain the injury whilst working with Curious Minds.

If someone discloses to Curious Minds staff

It is possible that a child or young person who is suffering, or has suffered, abuse will disclose to a Curious Minds member of staff or Creative Agent. This is something that everyone should be prepared for and must handle carefully. The following action should be taken:

- Remain calm and in control but don't delay acting
- Listen carefully to what is said. Allow the person to tell the story at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer
- Don't promise to 'keep it a secret'. The first opportunity should be taken to say that this information will have to be shared with others. It should be made clear that only people who need to know will be told and they should be able to help
- The child should be reassured that they 'did the right thing' in telling someone
- The child should be told what is going to happen next
- Notify school child protection officer (usually the Headteacher) if in school. Notify a Curious Minds child protection officer if out of school. It is that person's responsibility to liaise with relevant authorities, usually social services
- As soon as possible a note should be made of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned and who the information was given to. Sign and date the record. *Advice on how to respond to a*

child making an allegation of abuse (Model 3) and a checklist for reporting suspected abuse (Model 4) are attached. Both documents are based on models provided in NSPCC's 'firstcheck'.

- In confidence, notify the Curious Minds Child Protection officer as soon as possible.

Where you are working unsociable hours you may need to contact Children's Services or the Police direct, depending on the level of perceived risk. They will then decide on the action that will be required.

You should follow up any referral with a **copy** of the notes that you have made during your conversation with the young person. These can then be passed on to the appropriate organisations.

Incidents when disclosed may have a disturbing effect on you and you should ensure that where appropriate you seek support from colleagues and your manager. Professional supervision will be sought if requested.

Rights and confidentiality

If a complaint or allegation is made against a member of Curious Minds staff, they should be made aware of their rights under both employment law and internal disciplinary procedures. This is the responsibility of the management team of Curious Minds. Both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. In criminal law the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty. *See attached NSPCC flowchart for reporting of concerns (Model 5).*

Internal enquiries and suspension

In the event of an accusation of abuse or professional misconduct being made against any member of Curious Minds staff, the individual accused will be automatically suspended pending further investigations. The temporary suspension of a member of staff in no way implies guilt or innocence. It is a measure intended to protect and reassure both staff and children.

Curious Minds Disciplinary Committee, led by the Trustees, will assess all cases based upon available information. The member of staff against whom an accusation of abuse has been made will be summoned to an interview with the Disciplinary Committee as early as possible. They are entitled to be accompanied to this interview. Minutes will be taken of the interview. The task of the Disciplinary Committee is to decide whether or not the accused member of staff should be allowed to continue to work with children. At all times the welfare of children should be of paramount importance.

In all cases where the accusation of abuse is found to be true, the Disciplinary Committee will normally terminate the employment, contract or agreement with the individual. Lesser measures may be taken at the discretion of the Disciplinary Committee.

NSPCC Helpline

The NSPCC helpline is available to give advice 0808 800 5000.

Action if bullying is suspected

The same procedure should be followed as set out above in 'Responding to allegations or suspicions'.

Approved: June 2010

Safeguarding Code of Conduct

Definition of terms

For the purposes of this Code of Conduct, the term 'staff' will encompass all creative practitioners, volunteers, Trustees and paid employees who work directly for or on behalf of Curious Minds.

The term 'child', where used on its own, will include all children and young people under the age of 18. 'Child' within the terms of the Children Act 1989 is anyone under the age of 18 (or 16 if married) and vulnerable adults means those aged 18 years or over defined as someone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to protect him or herself from significant harm or exploitation.

All staff will be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following Code of Conduct illustrates how to create a positive culture and climate. It is based on the Independent Theatre Council's report, 'Working in Schools: A Practical Guide to Partnership' and Sport England's model Child Protection policy.

Sections relating to Conduct in School refer specifically to a school environment. General principles not relating specifically to a school environment should be applied in all settings when working with children.

If you are contracted directly by the school, as a creative practitioner for example, it is your responsibility to ensure you familiarise yourself with the school's safeguarding policy and code of conduct as this is the policy you will be responsible for adhering to.

If you are working directly for Curious Minds, as a Creative Agent for example, you should also ensure you familiarise yourself with the schools safeguarding policy and code of conduct in addition to the Curious Minds policy. This is particularly relevant if a school has a specific approach to behaviour management, for example, or if you are working in a special needs setting where the guidelines on physical interaction with children and young people may need to be slightly different. Note that an individual school or settings policy always supersedes Curious Minds' policy as an individual school/settings policy will have been tailored to the needs of the young people in their care.

School conduct

Your vehicle

- Drive slowly on the school premises. Take particular care when reversing
- If you do not know where the school entrance is, it is better to stop and go into the school on foot rather than drive around the school grounds
- It is a good idea to switch off any music when arriving on school premises
- Never obstruct fire exits when parking, even if only temporarily to find out where to go or unload
- Check with Reception where you can park. You may be allowed nearer to the school to unload
- Keep the vehicle locked at all times
- Never give a pupil a lift in your vehicle

Arrival

- Go to reception to sign in. You will be given a visitor badge to wear
- Make sure you know and follow school procedures and times
- Ask where the staff toilets are, never use the children's toilets
- Avoid wandering around the school

Within school

- You are an ambassador for Curious Minds and a role model for the children. Everything you do should reflect this.
- Do not smoke anywhere on the school premises including in your vehicle
- Alcohol and recreational drugs should never be taken onto school premises, nor should you be under the influence of alcohol or drugs when you are in/on school property
- Prescribed drugs should be kept hidden and out of reach of the children, e.g. in the locked vehicle
- Move around the school quietly. Avoid shouting, loud laughter, slamming doors, or any unnecessary noise
- Make sure language and conversation is appropriate
- Ensure your actions do not conflict with school rules e.g. some schools do not allow sweets or chewing gum
- Take responsibility for clearing up after a workshop or performance. Take any rubbish with you
- Report any accidents or breakages immediately
- Wear your named visitor badge at all times (except if in costume)

With children

- **Do not allow yourself to be left alone with pupils in the classroom without the presence of a teacher or teaching assistant**
- Treat all children and young people with respect. Don't automatically laugh at something a child says to you; they may not have intended it to be funny
- Never reprimand or shout at a child
- Give enthusiastic and constructive feedback rather than negative criticism
- Do not allow yourself to be left alone with a single child
- Do not initiate any physical contact with children. It should not be necessary. If the nature of the workshop requires any physical contact this should be discussed with the teachers in advance
- If a child initiates physical contact with you, such as approaching you for a hug, deflect them if possible and offer a handshake instead
- Do not encourage children to sit on your knee, sit beside them
- Avoid getting involved in issues that arise amongst the children e.g. don't try to break up a fight
- If a child informs you of a problem, and there is an appropriate teacher/youth worker in attendance, inform that person. If you are working in a setting where there is no appropriate teacher/youth worker then inform your Curious Minds contact person as soon as possible
- If a child has an accident the school staff are responsible for administering first aid
- If you are exploring sensitive issues, such as bullying or drugs, children could approach you with their problems. Without being dismissive, try to avoid becoming involved. Do not agree to keep the issue secret and encourage them to tell a teacher or parent
- If something a child tells you leads you to suspect that they are being abused you are obliged to report it to the designated child protection teacher at the school. Also report it, in brief, to the Curious Minds Child Protection Officer
- Maintain professional behaviour at all times

Practices never to be allowed

You should never:

- engage in rough, physical or sexually provocative activities, including horseplay
- never work or perform without the presence of a teacher/s (if in school). In a youth work setting children should always be accompanied by an individual suitably qualified to work with young people
- share a bedroom with a child. If alone with a child in a room, for any reason, the door should be left open
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon

- do things of a personal nature for children that they can do for themselves
- never take responsibility for a child under any circumstances

Health and Safety

Health and Safety is a vital and important part of project planning and delivery, all staff and volunteers must:

- promote health and safety considerations to children and young people
- agree to work in accordance with the school or settings relevant Health and Safety policy and to work without causing danger to themselves, to children, young people and vulnerable adults or to the general public
- carry out a full risk assessment as part of planning any project and should take into account all aspects of the project, paying particular attention to any risks relating to the protection of children and young people. Risk management should be an ongoing part of every project.

N.b. When working with or alongside parents and carers of pupils you should adhere to the school's policy. The school has a direct responsibility to ensure parents are working appropriately with children and young people.

Approved: June 2010

Model 1: Images – photography, film and video

Formal permissions must be in place for all images (photographs, video and film) which are obtained as part of a school project or an event supported by Curious Minds. This includes any images intended for use on the web. Curious Minds adheres to a 2-stage process for obtaining the necessary permissions for each photograph, film or video created:

- Before images are taken - schools will be asked on behalf of parents/guardians of children to give their permission for images to be taken
- When an image is to be used - schools will be asked on behalf of parents/guardians of children to give written permission for the use of the image (*see attached Model Permission Form*)

All photographers and filmmakers contracted by Curious Minds will be asked to adhere to the above process and this will be written into their contracts. Curious Minds will coordinate the permissions process.

Children's names will not accompany images unless they are, for example, prize winners or where we have the express permission of either their parent or school.

Where permissions are not granted the corresponding images will be removed from the Curious Minds image bank and will be destroyed.

Model Permission Form

Children, young people and/or vulnerable adults

Curious Minds uses a variety of media to promote our work within our delivery programmes. Images of young people and adults participating in our programmes are an important element of this, animating the project descriptions and allowing us to share best practice.

General principles regarding images:

- We always require Head teachers or the responsible adult to ensure permission has been given by parents/carers for their children to be photographed and filmed while at school or participating in Curious Minds' projects
- The images will be used in leaflets, case studies, posters, information booklets and printed publications, PowerPoint presentations, press releases and on the Curious Minds, Creative Partnerships and CCE websites
- All images are deleted from the Curious Minds' system after two years, but they may still appear in public on materials created before the deletion date
- We never include personal contact details (addresses or phone numbers) in our printed materials, on websites or in the media
- We will only take images of people who are suitably dressed to reduce the risk of such images being used inappropriately

Curious Minds would like to use the attached image/s of:

Our intended use is:

The parties representatives:

Curious Minds:

Name:	
Position:	
Address:	
Phone:	
Fax:	
Email:	

The Head teacher or responsible adult:

Name:	
Position:	
Address:	
Phone:	
Fax:	
Email:	

Please indicate below any images which cannot be used:

Image filename or number:

I confirm that I have sought permission from parents/carers for the young people within these images and that the images described and attached to this form may be used by Curious Minds.

Signature of Head teacher or responsible adult:	
Name: (Please print)	
Date:	

If you have any questions, changes occur, or you would like us to remove an image from our files, please contact Curious Minds.

Model 2: Reporting allegations or suspicions of abuse – contact details

Curious Minds designated Child Protection Officer/s:

Name: Chris May
Job Title: Chief Executive
Address: Lodge House, Cow Lane, Burnley, Lancashire. BB11 1NN
Telephone no: 01282 435835

Name: Alice Birdwood
Job Title: Director of Programmes
Address: Lodge House, Cow Lane, Burnley, Lancashire. BB11 1NN
Telephone no: 01282 435835

Everyone has a part to play in children's welfare and keeping them safe from abuse or neglect. If you have concerns that a child may be being neglected or abused - don't keep it to yourself, no-one will criticise you for reporting genuine concerns.

Other organisations who can also offer you help and advice:

- Police child protection team: 0845 1253545
 - Crimestoppers: 0800 555 111
 - NSPCC 24 Hour Helpline: 0800 800 5000
 - Childline: 0800 1111
 - Children's services, child protection teams
-

Model 3: Responding to a child making an allegation of abuse

Do

- Treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying
- Stay calm
- Reassure them that they are not to blame
- Listen carefully to what is said
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
- Allow the child to continue at his/her own pace
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer
- Reassure the child that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's own words as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated

Do not

- Make promises you cannot keep, i.e. to promise to keep secrets
- Ask questions that suggest a particular answer
- Interrogate the child
- Interrupt or change the subject

Remember

It is important that everyone in Curious Minds is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies following a referral of concern to them about a child.

Model 4: Checklist for reporting suspected abuse

Name of child:	
Age:	
Home address and home number (if known):	
Are you reporting your own concerns or passing on those of somebody else? Give details:	
Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents.	
Any physical signs? Behavioural signs? Indirect signs?	
Have you spoken to the child? If so, what was said?	
Have you spoken to the parent(s)? If so, what was said?	
Has anybody been alleged to be the abuser? If so, give details:	
Have you consulted anybody else? Give details:	
Your name and role:	
To whom have you reported and date of reporting:	
Your signature	Today's date

Model 5 – Flowchart: Reporting child protection concerns

