

# **Designated Safeguarding Staff**



**Janice George**  
**Headteacher**



**Marisa Etienne**  
**Deputy Headteacher / SENCO**



**Jan Finisterre-Martin**  
**Assistant Headteacher**



**Karen Todd**  
**Attendance and Pastoral Care  
Officer**

## **What to do if someone discloses to you**

A child may confide in you and not necessarily go to a member of school staff. If a disclosure is made to you always remember:

- Yours is a **listening role**, do not interrupt the child if he or she is recalling a significant event. If you need to clarify what is being said, ask in an open way. Do not lead the child in any way.
- Complete form on **school website** online.
- **Do not promise to keep it a secret** as you do have a duty to disclose information to those that need to know.
- Most importantly inform a designated member of staff immediately.

**If you are not sure whether it is a serious disclosure, always see a member of the designated staff.**