

What to do if abuse is disclosed to you...continued

Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Only ask questions if you need to identify what the child is telling you - **do not ask the child about explicit details.**

Reassure the child that the information will be kept private, but that you have to tell certain people to make sure action is taken, and also that it is part of your job to make sure children are kept safe.

Do not make assumptions or jump to conclusions either in overreacting or underestimating the extent of concern or danger that there may be for the child.

Make a full record of what is being communicated, heard, and seen, as soon as possible.

Do not delay in passing the information on to the advisory person or appropriate line manager.

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Care for the child,
support for the family

This leaflet should be used alongside the full Acorns Child Protection Policy and Procedures

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Safeguarding for Staff



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Safeguarding for Staff

Acorns Children's Hospice believes all children and young people have the right to be safeguarded and protected from all forms of abuse and neglect.

Acorns staff may care for children and might also come into contact with siblings, other children or young people throughout the course of their work.

Following these simple guidelines will:

- Protect children
- Protect Acorns staff
- Protect Acorns Children's Hospice

Acorns **does not** expect its staff to be specialists in child protection.

Acorns **does** expect all staff to accept their responsibility to safeguard the children with whom they come into contact with.

What to do if you have a concern

If you have a concern that a child is, or may be, being abused or harmed in any way, or you feel an adult may pose a risk to children:

1. Immediately tell your line manager

2. Record the facts as you know them

A child protection concern may come to your attention in a number of ways including:

- A child/young person or young adult may communicate about abuse they have experienced. They decide to tell you because they see you as someone they can trust.
- A third party, perhaps another child or young person, family member or colleague sharing their concerns with you.
- You observe something that harms or could harm a child or young person.

It is not the responsibility of Acorns to decide whether or not child abuse has taken place.

Consult, Report, Record- Do Not Investigate

In all circumstances the child's immediate health and safety must take priority.

In emergency situations, immediate contact with social services, the police or emergency health services may be necessary.

What to do if abuse is disclosed to you

If a child or young person confides in you that they are being, or have been, abused you should:

- React calmly so as not to frighten the child
- Tell the child they were right to tell
- Tell the child they are not to blame
- Take what the child says seriously

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