



St Mary's Church of England Academy

Safeguarding at St Mary's

If you are worried about your safety or someone else's safety, the teachers to speak to are:

Mrs Andrea Flack
DSL

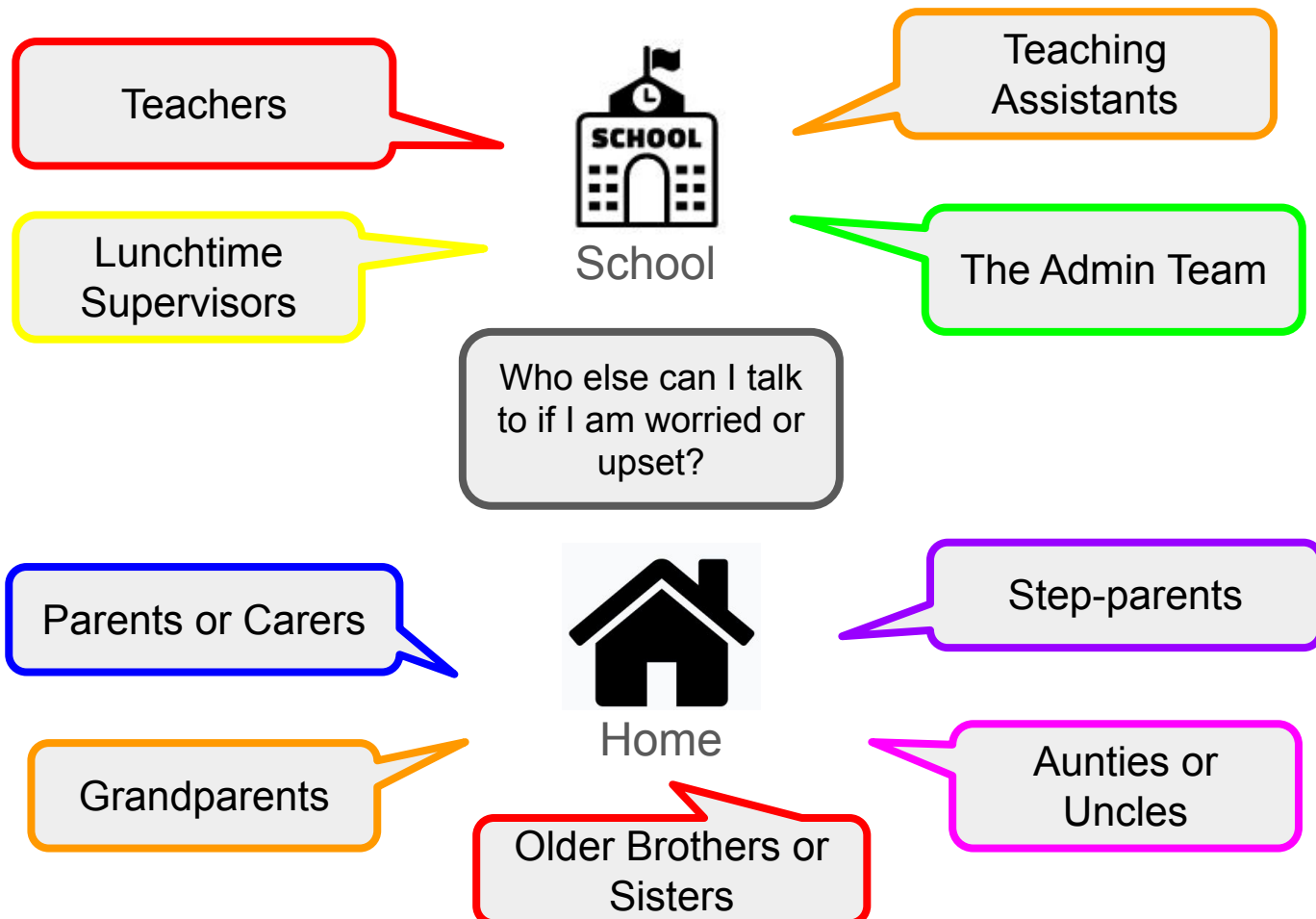
Mrs Roxanne Rutter
Alternate DSL

Miss Melanie Lowe
Alternate DSL

Mrs Lucy Blackford
Alternate DSL

Miss Heidi Andrews
Assistant DSL

Miss Jade Colclough
Assistant DSL



Responding to a disclosure:

DO:

- Stay calm and reassure
- Listen and be supportive
- Accept what you hear without passing judgement
- Explain what you will do next
- ***Inform the DSL of your concerns immediately***
- **Record in writing what was said using CPOMS for reported incidents on the same working day**



This is so important that I need to talk to someone else.

I will do my best to try and help you.
I am glad you told me.

DO NOT:

- Show shock, distaste or disbelief
- Express an opinion
- Share your own experience
- Make comments about whom the allegations have been made or approach this person
- Dismiss what is being shared
- Ask any leading questions, interrogate, or jump to any conclusions
- **Promise confidentiality - you must explain that you need to pass the information on to keep them safe**
- **Make promises that you cannot keep e.g. say that everything will be 'ok'**

