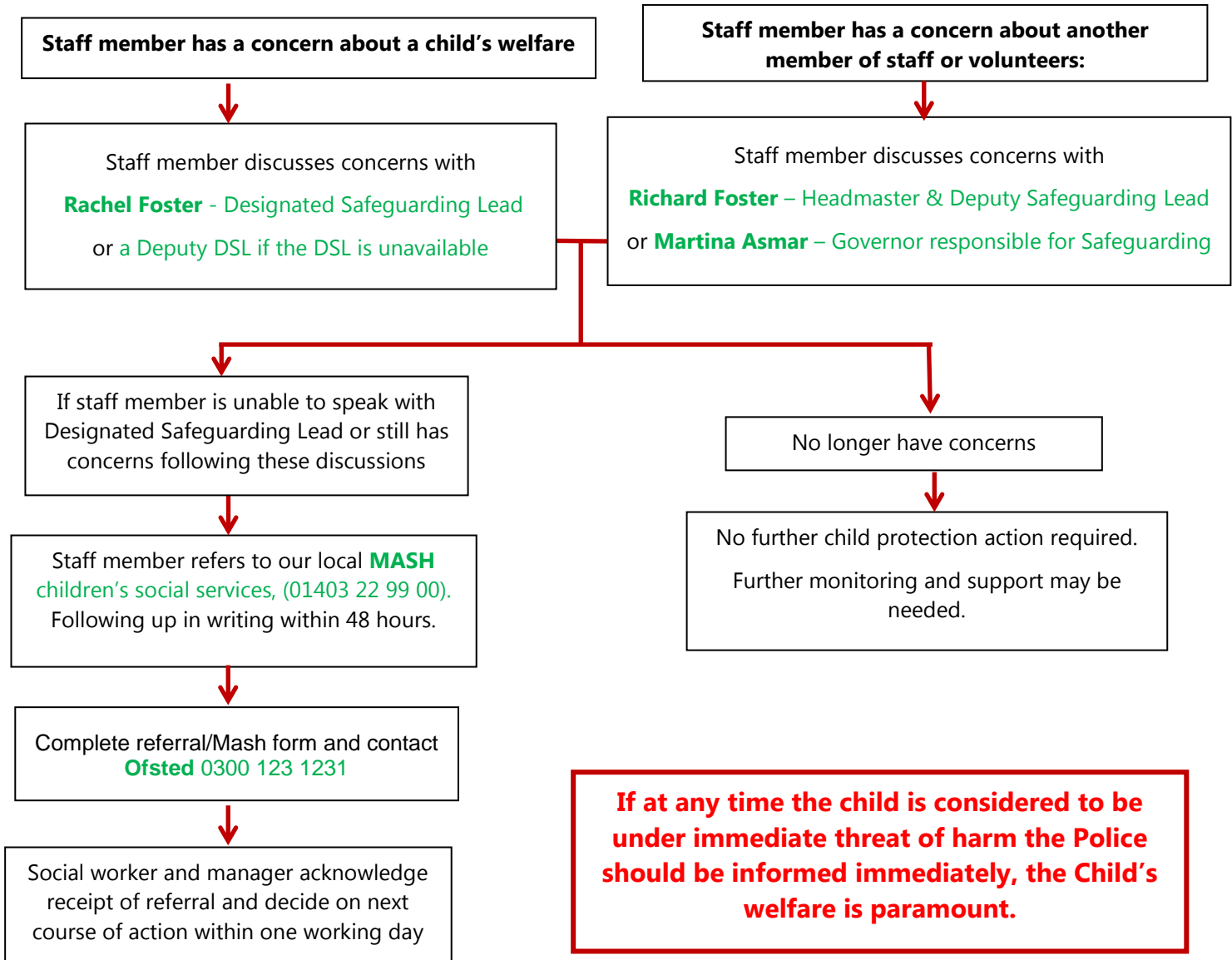




Windlesham House School Referral Flow Chart

Summary of in-school procedures to follow where there are concerns



Disclosure of abuse by the pupil: The Five Rs

When a pupil actually discloses that he/she has been abused the following guidelines must be followed:

Receive: Listen without shock, disgust or disbelief and accept what is said. Give child time and a safe place.

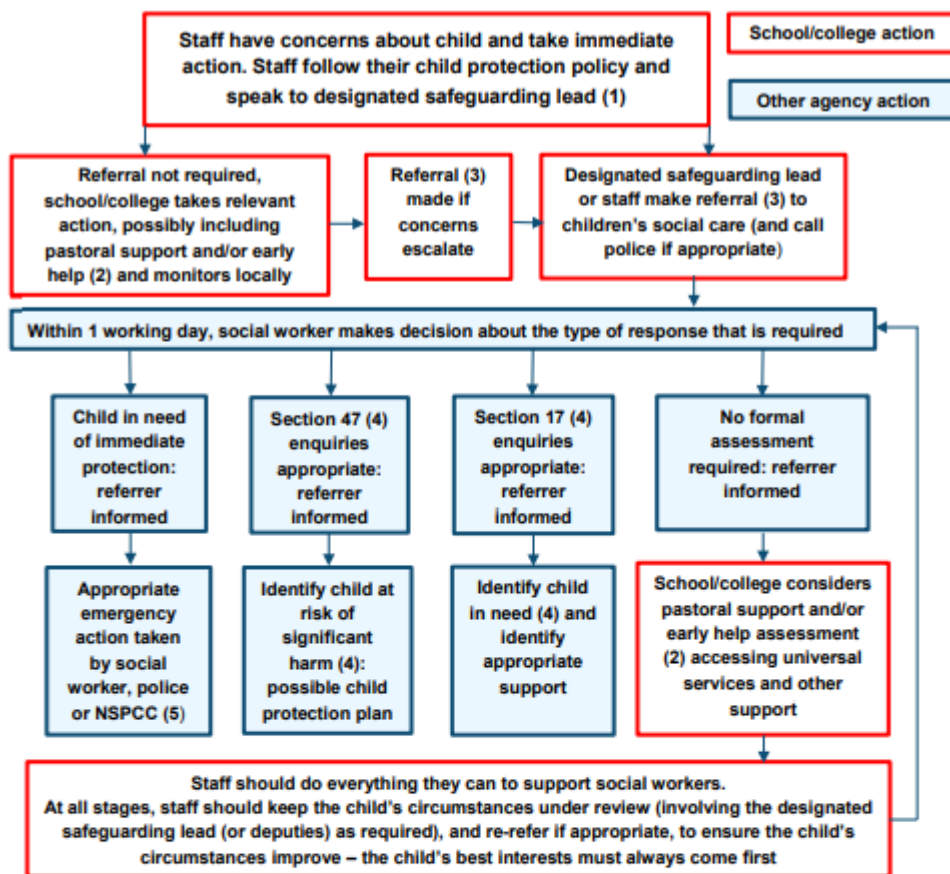
Reassure: Stay calm, don't promise confidentiality – empathise but don't express opinions

React: Don't ask leading questions – make no judgments – explain what you will do next – keep in contact.

Record: Brief 'factual' notes as soon as possible – date/time/place etc. – be objective – use child's words only – use diagram. Do not destroy original notes even if you later write things up more neatly and fully.

Refer: Refer all cases to the DSL who will liaise with SSWB or LADO, or other agencies for such cases. The Headmaster or DSL will disclose any information about a pupil to other members of staff on a need to know basis only.

Government Framework for the safeguarding process Source KCSIE (2018) p.13



(1) In cases which also involve a concern or an allegation of abuse against a staff member, see Part Four of this guidance.

(2) Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

(3) Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).

(4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).

(5) This could include applying for an Emergency Protection Order (EPO).