

## What to do if you notice possible signs of abuse

- Record what you have seen/heard, with dates and time and any action taken
- Signs of physical injury should be described or sketched
- Pass notes immediately to Child Protection Coordinator

### DO NOT INVESTIGATE

This is the role and responsibility of social work and the police

Please contact the Child Protection Coordinator within your area

## What to do if a pupil talks to you about abuse by someone else

- ADVISE the pupil that you must pass on information. DO NOT AGREE TO KEEP SECRETS
- LISTEN carefully. Allow the pupil to speak without interruption
- REACT calmly and accept what is said
- DO NOT ASK leading questions
- Record what is said in writing (see Making Notes)
- Reassure the pupil that they are not to blame and are doing the right thing by telling
- ACKNOWLEDGE how difficult it must have been for the child. Do not make any judgement
- Refer to your Child Protection Coordinator immediately

## Making notes

- Record accurately what is said in the child's words
- Do not include your personal opinion
- Signs of physical injury should be described in detail or sketched
- Describe the child's behaviour and emotional state
- Sign and date all notes.
- Pass notes without delay to your Child Protection Coordinator
- All notes are confidential. They should not be discussed with any person not directly involved with the child

## Things you MUST do:

- Treat all pupils with respect
- Respect a pupil's right to personal privacy, whilst not promising confidentiality
- Always take what is said by the pupil at face value - do not doubt what they are saying
- Ensure that your own conduct in Banchory Primary School is an example of good practice
- Be aware of the potential problems of being alone with a pupil
- Recognise that special caution is required if you are discussing sensitive issues with pupils
- Follow the School Policy and Code of Conduct

## Things you MUST not do:

- Exaggerate or trivialise abuse issues
- Have inappropriate physical contact with pupils
- Encourage inappropriate attention-seeking behaviour
- Rely on your good name or that of Banchory Primary School to protect you from scrutiny of your conduct
- Think it could never happen to you.
- Take a chance when common sense, policy and practice suggest another more prudent approach
- Ignore the Child Protection Policy and Code of Conduct operating in the Banchory Primary School.



**Banchory Primary  
School**

# Protection of Children & Young People

**A Code of Good Practice  
for Banchory Primary  
School Staff**

**2023**