



# CAMBRIDGE UNITED

## *Safeguarding*

### Staff Chart



## ***If a child makes a disclosure to you...***

### **Do**

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- Remain Calm
- Ensure Immediate Safety of the Child
- Reassure the Child
- Take detailed notes retrospectively
- Take what the child says seriously

### **Don't**

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- Promise confidentiality
- Leave the child on their own
- Ask them to show you bruises/ marks
- Take notes in front of the child
- Ask leading questions

## **Using MyConcern**



You **MUST** record any incident, accident or safeguarding concern as soon as possible following the event on Myconcern. Use either app or [www.myconcern.education](http://www.myconcern.education).

To do this click the red "Report a Concern" button and enter as much detail as possible accurately and factually in the relevant boxes. Also include any action taken on the matter.

## **Important Contacts**

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### **Monitor if...**

#### *Low Level Concern*

Any concern, no matter how small that causes a nagging sense of unease.

Examples Include:

- Foul/abusive language toward children/ staff/officials
- Sustained change in behaviour
- Continued, preferential treatment of certain children
- Parent consistently late for collection/ child missing increasing number of sessions

**Action Required:** Report to phase lead and continue to monitor.

### **Report if...**

#### *Medium Level Concern*

A concern that requires an intervention but safety is not an immediate issue

Examples include:

- Visible bruising/marks not consistent with football
- Emotional outbursts, drastic change in mood (overtly expressive/withdrawn)
- Dressing inappropriately for weather
- Change in weight/appearance

**Action Required:** Report on MyConcern and/ or inform DSO.

### **Take action if...**

#### *High Level Concern*

A concern where someone's immediate safety is at threat

Examples include:

- Any form of suspected child abuse
- Disclosure of abuse from a child
- Visible peer-on-peer abuse (bullying)
- Apparent fear of parent/guardian or going home

**Action Required:** Contact DSO immediately and emergency services. Remain with person at risk.