Making a Child Protection Decision

**Do**
- Be accessible and receptive
- Listen carefully
- Take it seriously
- Reassure them that they were right to tell
- Say what will happen next
- Consult immediately with DSL or DSO
- Make a careful record of what was said

**Don’t**
- React strongly e.g. “That’s terrible!”
- Jump to conclusions especially about the alleged abuser
- Speculate or accuse anybody
- Tell them you will keep their secret
- Ask leading questions
- Make promises you can’t keep
- Stop them from speaking freely
- Tell them to stop talking so you can go and fetch the DSL

Staff member has a concern about the safety/welfare of a child, or a child raises a concern with a staff member. Staff member should listen to the child following the Do’s and Don’ts and...

Share the concern with the Designated Safeguarding Lead (or Designated Safeguarding Officer) and record their concern on the BMT Record of Concern. The DSL (or DSO) considers whether...

The concern involves immediate risk of significant harm
The concern does not involve immediate risk of significant harm
The concern involves a clear allegation or abuse

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**Designated Safeguarding Lead (DSL)** – Phil Castang, Director of Creative Learning and Engagement

**Designated Safeguarding Officer, Colston Hall (DSO)** – Daniel Wood, House Manager

**Designated Safeguarding Lead, Creative Learning and Engagement (DSO)** – Laura Mitchell, Access and Music Centre Manager, Creative Learning and Engagement