



# Designated Staff for Safeguarding

Hazelbury Primary School



**Laura Pearce**  
Designated  
Safeguarding Lead



**Tanya McDonald**  
Designated Child  
Protection Lead



**Hulya Zeki**  
Designated Child  
Protection



**Melanie Bowman**  
Designated Child  
Protection



**Kathleen Cushnie**  
Designated Child  
Protection



**Ruth Nicholls**  
Designated Child  
Protection

**Please contact any of the people above if:**

**Any child discloses information that causes concern  
You see any unexpected marks on a child's body  
If a child displays any worrying behaviour**

**Please contact Laura Pearce, Headteacher if you see any adult behaving inappropriately towards a child**

## **WHAT TO DO IF SOMEONE MAKES A DISCLOSURE TO YOU:**

A child may choose to confide in any member of staff. Please remember:

- Yours is a listening role. Don't interrupt the child if he or she is freely recalling a significant event. Any questions that may be needed to clarify what the child is saying should be framed in an open manner and not lead the child in any way.
- Inform the designated staff – Laura, Tanya, Hulya Mel, Kathleen or Ruth - as soon as possible and complete a Cause for Concern form at the earliest opportunity. The form should record the time, date, place and names (Please include surnames) of anyone present as well as what was said – this could be used in any subsequent court proceedings.
- Do not promise confidentiality. You have to pass this information on.
- Once you have informed designated staff and completed a Cause for Concern form, they will take on the responsibility for any further action.
- If you are unsure if it is a serious disclosure, always see designated staff for advice. It is better to be safe than sorry.