**CHILD PROTECTION SUMMARY FOR FESTIVAL STAFF and WHAT TO DO IF A CHILD MAKES A DISCLOSURE TO YOU**

You have a duty of care towards the lost children in your care. This means you must act at all times in a way that is consistent with safety and welfare.

1. On no account should you take images of the children on personal equipment including your mobile phone
2. If the behaviour of another volunteer or member of staff gives rise for concern report this to the Designated Safeguarding Officer **[name] [contact number]**
3. If you have a concern about a child you are temporarily looking after, particularly if you think s/he may be suffering or at a risk of harm, it is your responsibility to share the information promptly with the Designated Safeguarding Officer
4. The following is not an exhaustive list but you might become concerned as a result of:

* Seeing a physical injury which you believe to be non-accidental
* Observing something in the appearance of a child or vulnerable person which leads you to think his or her needs are being neglected
* A child telling you that she or he has been subjected to some form of abuse

If any of these circumstances you must write down what you observed or heard, date and sign report and give it to the Designated Safeguarding Officer

1. If a child chooses you to disclose sexual or physical abuse you:

* Listen carefully without interruption, particularly if s/he is freely recalling significant events
* Only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not lead the pupil in any way so should only ask open questions
* Make it clear you are obliged to pass the information on, but only to those who need to know
* Tell the Designated Safeguarding Officer without delay
* Write an account of the disclosure as soon as you are able (definitely the same day) date and sign it and give to the Designated Safeguarding Officer.
* Do not ask the child to repeat the disclosure to anyone else on site, ask him/her or any other pupil to write a statement or inform parents. You are not expected to make a judgement about whether the child is telling the truth.

Ensure you have recorded the child’s name, address, age and telephone number if possible to ensure authorities can follow up the disclosure.

**Remember to share any concerns you may have don’t keep them to yourself.**