

Information for all adults working in the school community of



Brookeborough Primary School



What to do if you have concerns of information about possible abuse of child

Child makes a disclosure to Teacher or Classroom Assistant

Make notes of what was said or observed and
ACT PROMPTLY

Speak immediately to Mrs Gould (designated Teacher) or if not available Mr Young (designated Deputy Teacher)

Designated Teacher (Mrs Gould) will **make full notes**, with reporting member of staff where needed

Mrs Gould and Mr Young will plan a course of action and make sure a **course of action** is taken and **treated confidentially**

Seek advice from EA (CPSS)

If referral is necessary, refer to **Gateway/PSNI** and inform the **EA Designated Officer**
Gateway – 028 71314090
PSNI 101

If **no referral to Gateway/PSNI** necessary

Where needed tell reporting member of staff, matter is being dealt with confidentially

Yes - Gateway Team/PSNI will advise next steps

Is Parent the Alleged Abuser?

No – so parent can be informed