



CHAPERONING AT KR CREATIVE ACADEMY

Thank you for chaperoning at KRCA - you are playing an essential role in creating opportunities for young people to flourish, both in the arts and as individuals. Here are some simple, but vital processes to follow:

- If you see or hear **anything** that concerns you during a KRCA session, please report it using the reporting concerns form as soon as you are able to (this should be before you leave the session). Reporting concern forms can be found in the register, or can be downloaded from the website.
- When you have completed the form, please notify the DSL (Designated Safeguarding Lead) or DDSL (Deputy Designated Safeguarding Lead). You must not notify any other adults unless you feel there is an immediate risk of harm.
- The DSL and Specific Point of Contact (SPOC) is Kate Rogers. The DDSLs are Claire Dunsford and Katy Lewis-Tuxford. Aim to speak to one of them directly at the end of the session and give them your disclosure form, if this is not possible, please email them and mark your email as urgent with safeguarding in the subject line within 24hours of the incident.
- Use your initiative. It is easy for adults to get absorbed in the session (both as practitioners and chaperones!) Make sure children are given adequate breaks, are warm/cool enough, have enough to eat and drink etc. Don't be afraid to challenge the practitioner running the session.

Key Contacts:

DSL - Kate Rogers

kate@creative-education.co.uk 07983 329488

DDSL - Claire Dunsford

claire@creative-education.co.uk

DDSL - Katy Lewis-Tuxford

katytuxford2012@googlemail.com

General

safeguarding@creative-education.co.uk (this is monitored by all three members of the DSL team)

If you have any concerns about any of the DSL team, please contact the LADO
lado@cornwall.gov.uk



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Taking Disclosures

- Disclosures can vary. They can come from children, young adults or parents. It is vital all disclosures are treated fairly. Don't project your own thoughts onto the person who is disclosing (avoid phrases such as 'that must have made you feel ____'). Instead, use open questions such as 'tell me what that looked/sounded/felt like'.
- Note down the disclosure as accurately as possible. It may not be appropriate to write as the person is disclosing, so listen carefully, summarise the key points as you go and write down what was said as quickly as possible afterwards, using the words and phrases used by the individual. It can be really useful to both you and the individual to echo back to them what they have told you. Use phrases such as 'what I'm hearing is...'. It gives you the chance to check you have understood what they are describing and them to give you more clarity.
- If you feel there is an immediate risk of harm you **must dial 999**. If you suspect FGM you **must** contact the police immediately.
- **Never** tell an individual that you will keep what they have said a secret. Instead, explain to them that keeping them safe is your number one priority and that you may need to share what they have told you with another adult. Assure them that they have done the right thing in talking to you.
- Never put yourself in a position when you are alone with a child. If they want to speak to you privately, make sure it is somewhere where you can be seen or heard by another adult. It is just as important to safeguard yourself as it is to safeguard the members.