



SHAWNIGAN LAKE SCHOOL

SAFEGUARDING PROCEDURES

DO NOT ASSUME ANOTHER COLLEAGUE OR PROFESSIONAL WILL TAKE ACTION

Safeguarding is everyone's responsibility. If you are worried about a student or have any suspicions, however small, talk to one of Shawnigan's safeguarding team immediately. You do not have to wait for proof of your concerns.

Do not attempt to investigate the issue yourself.

ARE YOU WORRIED THAT A STUDENT MAY BE AT RISK OF HARM?



TALK TO ONE OF SHAWNIGAN'S SAFEGUARDING TEAM:

| | | |
|---------------------------|--|-----------------------|
| Matt Clinton-Baker | Assistant Head – Student Life / Safe School Coordinator (SSC) | (250) 732-1234 |
| Erica Hamilton | Deputy Safe School Coordinator (DSSC) | (250) 508-9269 |
| Kim Downie | Human Resources Manager | (250) 743-6454 |
| Larry Lamont | Head of Shawnigan Lake School | (250) 732-9411 |



IF YOU ARE STILL CONCERNED, PLEASE CONTACT:

BC Child Protection Services (24 hours): 1-800-663-9122



WHAT TO DO IF SOMEONE MAKES A DISCLOSURE:

READY

- A student may wish to talk to you at any point. If this involves safeguarding you must be prepared to listen immediately.
- Do not ask the student to come back later or to make an appointment.
- Adopt an “It could happen here...” attitude.

RECEIVE

- The student has chosen you. You are in a position of trust.
- Listen carefully to what they say.
- Do not show shock or disbelief.
- Take it seriously.

REASSURE

- Tell the student that they have done the right thing by speaking out.
- **Do not promise confidentiality.** You have a duty to refer. You can, however, state that information will only be shared with the people who need to know.
- Alleviate guilt. The student is not to blame and they did the right thing in coming to you.

RESPOND

- **Do not ask leading questions** (e.g. “Did X do this to you?”) or interrogate the student.
- Do not criticize the alleged perpetrator.
- Do not ask the pupil to repeat the matter to another member of staff. Explain that you need to talk to the Safe School Coordinator.
- **Do not investigate the matter yourself.**

RECORD

- Make brief notes if you can during the meeting, or, if not, immediately afterwards.
- Keep your original notes.
- Record the date, time, place and the actual words used by the student.
- Record statements and actions rather than your interpretation.

REPORT

- Immediately contact the Safe School Coordinator, Deputy Safe School Coordinator, or the Head of School as appropriate.



WHAT TO DO IF YOU SUSPECT A STUDENT IS SUFFERING OR IS LIKELY TO SUFFER HARM:

