



# Safeguarding Information

## Booklet 2024



# TEDDY

**T** – Tell me what happened

**E** – Explain what you mean

**D** – Describe what happened

**D** – Don't promise confidentiality

**Y** – Your responsibility to contact designated safeguard leads

## What to do if someone discloses to you

A child may choose to confide in any member of the cast.  
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 members of the cast as soon as possible and email them with your concern. Please try to include the time, date, place and names of anyone present as well as what was said.
- Do not promise confidentiality. You HAVE to pass this information on.
- Once you have informed the designated members they will take on responsibility for any further action.
- If you are unsure if it is a serious disclosure, always see the designated safeguard leads for advice. Better to be safe than sorry.

## Designated Safeguarding Lead



Carla Segel

[contact@smptheatre.co.uk](mailto:contact@smptheatre.co.uk)

Please record your concern and email the above contact or any member of the committee if:

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