



Netherbrook Primary School

CHILD PROTECTION INCIDENT/WELFARE CAUSE FOR CONCERN FORM

Child's name			
Child's date of birth		Year group	
Staff member reporting incident - name and position			
Date of incident (dd/mm/yyyy)		Time of incident	
Details of the incident			
Note the reasons for recording the incident. Ensure the following factual information is provided – who, what, when and where. Include names of witnesses, if relevant, and immediate actions taken. Offer an opinion where relevant (how and why this might have happened). Substantiate the opinion. Attach a body map or other information, if appropriate. (DO NOT EXAMINE THE CHILD – RECORD ONLY WHAT YOU CAN SEE OR HAVE BEEN SHOWN)			
Reporting staff member's signature		Date	
Please pass this form to the your Safeguarding Lead ASAP			
The Safeguarding Lead is the Headteacher (PR) or Deputy Headteacher (LF) in Heads absence.			

SAFEGUARDING LEAD

The Safeguarding Lead should record the response to the incident or concern and outcomes.

Response to the incident/concern

Note actions taken, including names of anyone to whom your information was passed.

--

Outcomes

Record outcomes of the actions taken.

--

Safeguarding Lead's name

--

Safeguarding Lead's signature

--

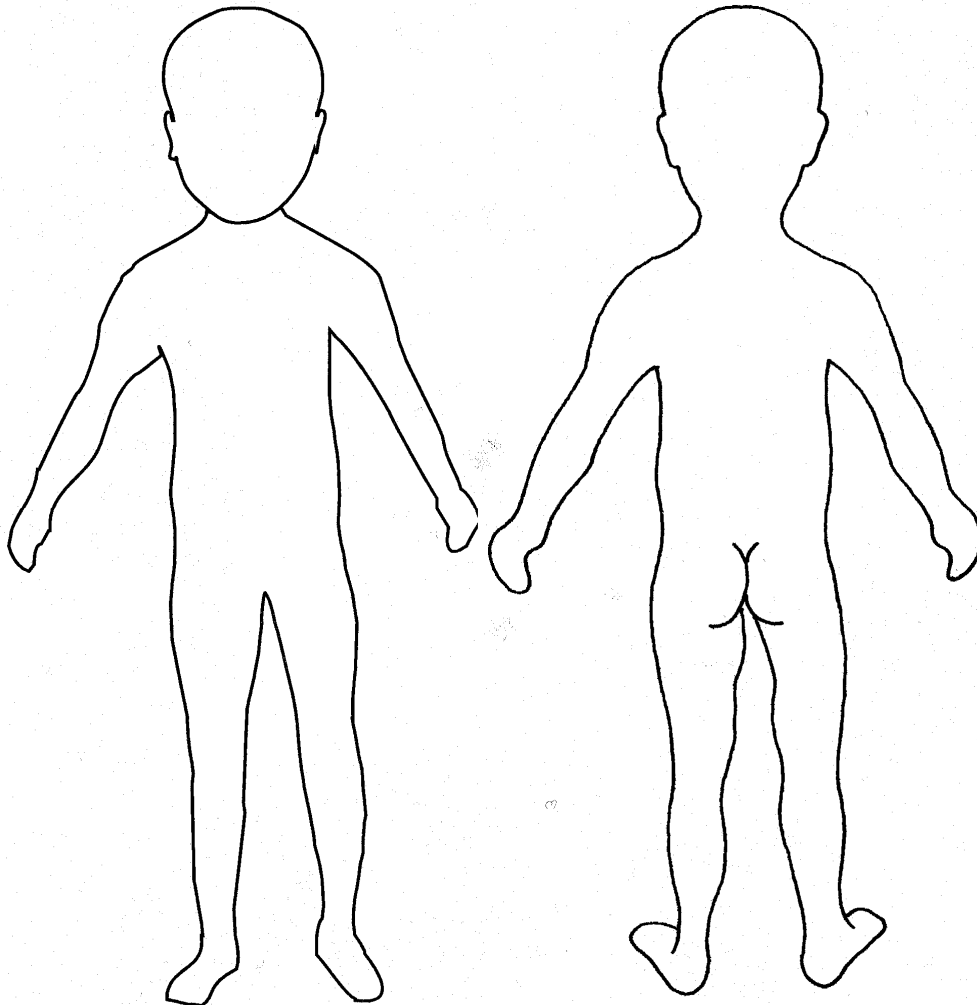
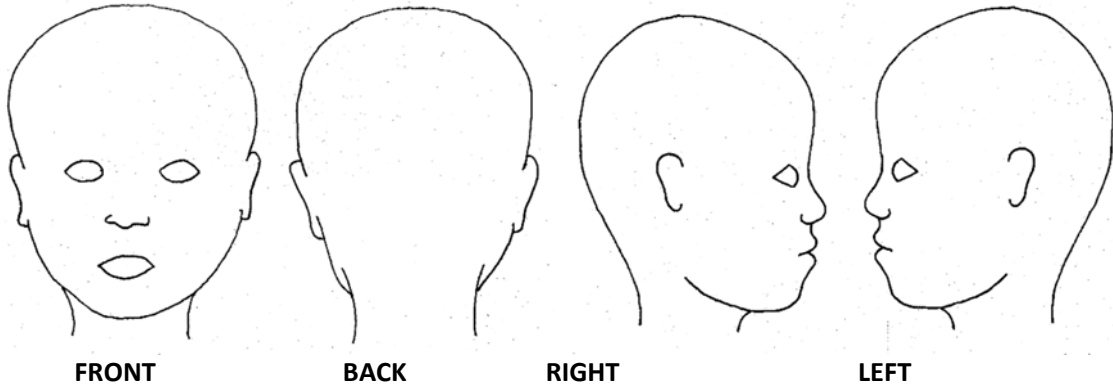
Date

--



CHILD PROTECTION INCIDENT/WELFARE CAUSE FOR CONCERN BODY MAP

Child's name		Child's date of birth	
Date of incident (dd/mm/yyyy)		Person completing body map	





Netherbrook Primary School

CHILD PROTECTION INCIDENTS OR WELFARE CONCERNS

RECORDING AIDE MEMOIRE FOR STAFF

Safeguarding children is a task for everyone at Netherbrook Primary School.

All staff members at Netherbrook Primary School have an important role to play in helping to identify welfare concerns and possible indicators of abuse or neglect at an early stage.

For some children a one-off serious incident or concern may occur and you will have no doubt that this must be immediately recorded and reported. Most often, however, it is the accumulation of a number of small incidents, events or observations that provide the evidence of harm being caused to a child.

The Designated Safeguarding Leads are:

Phil Rawlings (Headteacher) Internal Tel: 8421

Leigh Frost (Deputy Headteacher) Internal Tel: 8419 (In PRs absence only)

Andrea Bowen (Family Support & Attendance Officer) Internal Tel: 4884
(In PR/LFs absence only)

What should you do if you have concerns?

- ✓ **You must pass concerns to the Designated Safeguarding Lead, or another designated person in the Designated Safeguarding Lead's absence, as soon as possible after they are identified and, where possible, before the child leaves for the day.** It is important that the child is not sent home at the end of the day without taking the right protective action.
- ✓ The Designated Safeguarding Lead is responsible for referring child protection concerns to Children's Social Care. Although the timing of referrals is based on perceived risk, it is expected that **referrals will be made usually within one working day of recognition of risks.** It is important, therefore, that the **Designated Safeguarding Lead is made aware of concerns as soon as possible.**
- ✓ In the first instance, you could pass concerns to the Designated Safeguarding Lead verbally, but you must follow this in writing. **All concerns must be recorded on the child protection incident/welfare concern form.**
- ✓ Do not keep your own system to note concerns. You must use the system detailed in this aide memoire. This is to ensure proper communication, collation, and storage of information.

What is a child protection or welfare concern and when should you record and report it?

When there are any concerns that might indicate possible abuse or neglect, the concerns need to be recorded and passed to the Safeguarding Lead.

For example (this is not an exhaustive list):

- Physical presentation of the child
 - Marks on the child's body or physical injuries
 - Unusual or different behaviour
- Behaviour not appropriate to the child's age or development
 - Mood changes
- Statements, stories or drawings from the child
- Missing from the establishment or non-attendance without a reasonable explanation
- Information from others, including siblings, parent who does not have residence, friends, other children, members of the public, etc.
 - Concerning parental behaviour towards the child
- Concerning letters, telephone calls or contacts from the parent to the establishment

What should you record on the child protection incident/welfare form?

Basic information

- ✓ Full name and date of birth of child
 - ✓ Your name and job title
- ✓ Date (include year!) and time of incident
- ✓ Full details of all other people involved

Details of concerns

Use the list in the box above as a guide and record as much information as possible.

Pay particular attention to:

- ✓ Visible injuries or marks (use the body map provided)
 - ✓ General demeanour and appearance
- ✓ Changes in behaviour and mood or changes in classroom functioning
 - ✓ Response to sport and physical education (PE)
 - ✓ Relationships with peers and adults
- ✓ Statements made by the child, comments, stories, drawings
 - ✓ Parental behaviour, interest and comments
 - ✓ Patterns of non-attendance
- ✓ Hearsay and nagging doubts you have about the child's safety and welfare
- Make sure the information is factual and your opinions are substantiated.
 - Use the child's own words when recording a direct disclosure.
- Do not examine the child specifically for any physical marks or injuries - only do what you would normally do as part of your duties. Record only what you can see.
- Record all the actions you have taken and make sure the details are legible before you pass the record to the Designated Safeguarding Lead.

Actions for the Designated Safeguarding Lead

When a child protection incident/welfare concern form is passed to you

- ✓ Check that the form is sufficiently detailed.
- ✓ Check that it has been dated and signed by the staff member who reported the concern.
- ✓ If a body map has been completed or there are any other documents referred to in the record, ensure these are attached and are, where appropriate, dated and signed.

Complete the 'Response to the incident/concern' section of the form

Record your response or action to every welfare concern form passed to you. The level of detail of this record will clearly depend on the nature and seriousness of the concern but may include:

- Requests to staff for monitoring specific aspects of the child's presentation, behaviour, attendance, etc
- Discussions and telephone calls, with colleagues, children and parents, with a record of full names and dates
- Professional consultations and requests for information with a record of who was consulted (full name and job title) and dates consulted
 - Letters sent and received

Complete the 'Outcomes' section of the form

Record the outcomes of any responses or action you took, with dates, for example:

- CAF started
 - Referral sent to Children's Social Care or the police contacted
- Whether or not parental consent was obtained for sending the referral and the reason for referring without consent, ie the child is at risk of significant harm
 - Contact from Children's Social Care or police in response to the referral, including contact with the child
 - Strategy discussion or meeting under child protection procedures and the establishment's involvement, if invited, eg who took part, when and outcomes
- Referral sent to other agencies and contact from other agencies in response to referral, including contact with the child
 - Appointments for child with other agencies

Update the chronology and observations

Update the chronology with brief details of the incident, the response and outcomes. Update observations or diary records with full details.

Update the child's file as new documents are produced or received

File all copies of referrals sent, letters sent and received, minutes of strategy discussions and child protection conferences and all other relevant documents in the child's file. Update the front sheet, if necessary.

Cross-reference to files for other children in the family

Update the chronology in each child's file and ensure that relevant documents are copied across to each file.



Netherbrook Primary School

FRONT SHEET FOR CHILD PROTECTION/WELFARE CAUSE FOR CONCERNS FILE

Date file started			
Child's name		Date of birth	
Any other name/s by which the child is known			
Home address		Current address (if different)	
Home telephone number		Current telephone number (if different)	
FAMILY MEMBERS: PARENTS, STEP-PARENTS, CARERS			
Name	Relationship to child	Address	Parental responsibility for child?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
FAMILY MEMBERS: SIBLINGS			
Name	Address	Educational establishment	
Are records held in the establishment relating to other connected children?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which files are relevant?	
CONTACT DETAILS OF OTHER PROFESSIONALS			
Name	Agency	Contact details (address and telephone)	



Netherbrook Primary School

CHILD PROTECTION/WELFARE CAUSE FOR CONCERNS CHRONOLOGY

*** Denotes columns that must always be filled**

* Date	*Source of Information <i>Where this information is recorded/held within your establishment</i>	Contact with Child	Contact with adult family member <i>Specify which adult and type of communication</i>	Communication with external agency <i>Specify agency, name of worker, job title and type of communication</i>	* Response or Outcome of contact or communication	Comments