

Stanbridge Primary School

SAFEGUARDING POLICY INCLUDING CHILD PROTECTION



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|-------------------------------------|--------------------------------|-------------------|
| Signed (Chair): | Name: Mrs M Todd | Date: 28/11/16 |
| Signed (Headteacher): | Name: Miss F Bertham | Date: 28/11/16 |
| Ratified: by Full Governing Body | Next Review: Term 2 (18/19) | |

Equality Impact Assessment (EIA) Part 1: EIA Screening

| | | | |
|--|---------------------|-------------------------|-----------|
| Policies, Procedures or Practices | Safeguarding Policy | Date: | 28/11/16 |
| EIA CARRIED OUT BY: | F Bertham | EIA APPROVED BY: | F Bertham |

Groups that may be affected:

| Are there concerns that the policy could have a different impact on any of the following groups? (Please tick the relevant boxes) | Existing or potential adverse impact | Existing or potential for a positive impact |
|---|---|--|
| Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion) | | ✓ |
| Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication) | | ✓ |
| Gender Reassignment (transgender) | | ✓ |
| Marriage and civil partnership | | ✓ |
| Pregnancy and maternity | | ✓ |
| Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers) | | ✓ |
| Religion or belief (practices of worship, religious or cultural observance, including non-belief) | | ✓ |
| Gender (male, female) | | ✓ |
| Sexual orientation (gay, lesbian, bisexual; actual or perceived) | | ✓ |

Any adverse impacts are explored in a Full Impact Assessment.



SAFEGUARDING POLICY Including Child Protection

CONTEXT

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State¹.

The policy is consistent with:

- The legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002, and the department for Education statutory guidance “Safeguarding Children and Safer Recruitment in Education” and “Working Together to Safeguard Children”.
- The procedures of South Gloucestershire Safeguarding Children Board available on their website, which contains inter-agency processes, protocols and expectations for safeguarding children.
- Our policy also draws on all relevant publications including:
 - ‘Keeping Children Safe in Education: Statutory guidance for schools and colleges’ September 2016
 - the Prevent Duty
 - the four guiding principles of the UN Convention on the Rights of the Child (UNCRC) and
 - ‘Safeguarding Children: Safer Recruitment and Selection in Education Settings’.
- Other policies which should be read alongside this policy include: the school’s Health and Safety Policy, Anti-Bullying Policy, Good Behaviour Policy, Severe Behaviour Policy, Restraint Policy, Educational Visits Policy, Recruitment Policy, Intimate Care Policy and Whistle-Blowing Policy.

DEFINITIONS

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- Protecting children from maltreatment;
- Preventing impairment of children’s health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Protecting children from maltreatment is important in preventing the impairment of health or development though that in itself may be insufficient to ensure that children are growing up in circumstances consistent with the provision of safe and effective care.

¹ Safeguarding Children and Safer Recruitment in Education – DfES 2007

Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

SAFEGUARDING POLICY STATEMENT

This school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse. We acknowledge our responsibilities to both protect children from maltreatment and prevent impairment. We will promote their welfare by creating opportunities for them to achieve their full potential in the areas identified within the Every Child Matters agenda, thus giving them optimum life chances in adulthood. We believe that every child, regardless of age, has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. This includes any form of bullying (for example, racist).

We recognise that many of the risks to children in the 'real world' apply equally to the 'virtual world' that children and young people may encounter when they use ICT in its various forms. We take seriously our responsibility to educate our children to help them to become safe and responsible users of new technologies, and allow them to be discriminating users of both the content they discover and the contacts they make online. Our aim is to teach them the appropriate behaviours and critical thinking skills to remain both safe and legal online, wherever and whenever they use technology.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

The school seeks to adopt an open and accepting attitude towards children as part of our responsibility for pastoral care. We believe it is important that the voice of the child is 'heard' and that the day to day life experiences of the child in their own home are captured and contribute to any planning and provision. The school hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.

Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

Our school believes in the importance of early identification of issues for children and young people. We fully endorse the principles of multi-agency working and will engage in the CAF (Common Assessment Framework) process for any child in our school for whom we feel this is appropriate.

In our school, if we have suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action in accordance with the procedures of South Gloucestershire Safeguarding Children Board which are to be found at www.swcpp.org.uk

As a consequence, we

- assert that teachers and other members of staff (including volunteers) in the school are an integral part of the child safeguarding process
- accept totally that safeguarding children is an appropriate function for all members of staff in the school, and wholly compatible with their primary pedagogic responsibilities
- recognise that safeguarding children in this school is a responsibility for all staff, including volunteers, and the Governing Body
- will ensure through training and supervision that all staff and volunteers in the school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions
- will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice, and is responsible for co-ordinating action within the school and liaising with other agencies
- ensure (through the designated member of staff) that staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by South Gloucestershire Safeguarding Children Board (SGSCB)
- will share our concerns with others who need to know, and assist in any referral process
- will ensure all staff understand their role and responsibility in understanding the world the child is living in, hearing the child's voice and gathering information about the day to day experience of the child in the home which may contribute to planning and provision
- will ensure that all members of staff and volunteers who suspect that a child may be suffering, or be at risk of suffering, significant harm, refer such concerns to the Designated member of staff, who will refer on to Children's Social Care in accordance with the procedures issued by South Gloucestershire Safeguarding Children Board
- safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs, or technology
- will ensure that all staff are aware of the child protection procedures established by South Gloucestershire Safeguarding Children Board and, where appropriate, the Local Authority, and act on any guidance or advice given by them
- will ensure through our recruitment and selection of volunteers and paid employees that all people who work in our school are suitable to work with children
- will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children

LISTENING TO CHILDREN

Safeguarding children is about listening to them and understanding the world they are living in.

Experience, and consultation with children, shows that they will talk about their concerns and problems to people they feel they can trust and they feel comfortable with.

It is therefore essential that all staff and volunteers in our school know how to respond sensitively to a child's concerns, whom to approach for advice about them, and the importance of not guaranteeing complete confidentiality. The family context of the child and detail of their day-to-day life at home are also an important part of really listening to the child.

Children also want to know that they will be listened to and their concerns will be taken seriously. We seek to demonstrate to our children that they are in a safe environment where it is OK to talk, by displaying helpful information about such things as national children's help lines (ChildLine, NSPCC) and peer support schemes for children and young people in easily accessible places, which can encourage them to share concerns and help provide assurance about that.

Any member of staff or volunteer who is approached by a child wanting to talk will listen positively and reassure the child. They will record the discussion with the pupil as soon as possible and take action in accordance with these child protection procedures.

The way in which a member of staff talks to a child who discloses abuse could have an effect on the evidence that is put forward if there are subsequent proceedings, and it is important that staff do not jump to conclusions, ask leading questions, or put words in a child's mouth. If a child makes a disclosure to a member of staff s/he should write a record of the conversation as soon as possible, distinguishing clearly between fact, observation, allegation and opinion, noting any action taken in cases of possible abuse, and signing and dating the note.

THE PREVENT DUTY

In order for schools to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation as part of our safeguarding duties. The statutory guidance makes clear that schools are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them.

The general risks affecting children and young people may vary from area to area, and according to their age. Schools and childcare providers are in an important position to identify risks within a given local context.

It is important that schools and childcare providers understand these risks so that they can respond in an appropriate and proportionate way. At the same time schools

and childcare providers should be aware of the increased risk of online radicalisation, as terrorist organisations seek to radicalise young people through the use of social media and the internet.

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views.

School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.

Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The Prevent duty does not require teachers to carry out unnecessary intrusion into family life but, as with any other safeguarding risk, they must take action when they observe behaviour of concern.

The safeguarding procedures outlined above need to be followed in exactly the same way should staff have a concern about potential radicalisation or undue influences.

SEXUAL EXPLOITATION

Child sexual exploitation is a form of child abuse which involves children and young people (male and female, of a range of ethnic origins and ages) receiving something in exchange for sexual activity. Perpetrators of child sexual exploitation are found in all parts of the country and are not restricted to particular ethnic groups. It is important that staff are aware of the risk factors and alert the school's designated officer if there are concerns.

Key indicators of children being sexually exploited can include:

- a) going missing for periods of time or regularly coming home late;
- b) regularly missing school or education or not taking part in education;
- c) appearing with unexplained gifts or new possessions;
- d) associating with other young people involved in exploitation;
- e) having older boyfriends or girlfriends;
- f) suffering from sexually transmitted infections;
- g) mood swings or changes in emotional wellbeing;
- h) drug and alcohol misuse;
- i) displaying inappropriate sexualised behaviour.

Practitioners should also be aware that many children and young people who are victims of sexual exploitation do not recognise themselves as such.

FEMALE GENITAL MUTILATION (FGM)

In the same way as staff should be vigilant regarding the risk factors of sexual exploitation the same is relevant for Female Genital Mutilation. Staff should be aware of these risk factors through ongoing training. Fundamentally any concerns relating to children or older siblings who may be at risk need to be identified to the Designated Officer.

DESIGNATED MEMBER OF STAFF

1. The designated senior member of staff (designated person) for child protection in this school is:

Miss Faye Bertham, Headteacher

2. In her absence, these matters will be dealt with by:

Mr Andy McGovern, Deputy Headteacher

3. The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.

4. The school recognises that:

- The designated person must have the status and authority within the school management structure to carry out the duties of the post – they must therefore be a senior member of staff in the school
- All members of staff (including volunteers) must be made aware of who this person is and what their role is
- The designated person will act as a source of advice and coordinate action within the school over child protection cases
- The designated person will need to liaise with other agencies and build good working relationships with colleagues from these agencies
- They should possess skills in recognising and dealing with child welfare concerns
- Appropriate training and support should be given
- The designated person is the first person to whom members of staff report concerns
- The designated person is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by SGSCB
- The designated person is also responsible for dealing with allegations made against members of staff

To be effective they will:

- Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding referrals by liaising with Children's Social care and other relevant agencies over suspicions that a child may be suffering harm
- Cascade safeguarding advice and guidance issued by South Gloucestershire Safeguarding Children Board
- Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, refer to the Safeguarding Children Strategic manager of SGSCB to investigate further

- Ensure each member of staff and volunteers at the school, and regular visitors (such as Education Welfare Officers, Connexions personal advisors, trainee teachers and supply teachers) are aware of and can readily access this policy
- Liaise with specific staff members to inform them of any issues and ongoing investigations where relevant and ensure there is always cover for the role
- Ensure that this policy is updated and reviewed annually and work with the designated governor for child protection regarding this
- Be able to keep detailed, accurate and secure written records of referrals/concerns, and ensure that these are held in a secure place
- Ensure parents are aware of the child protection policy in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child
- Where children leave the school roll, ensure any child protection file is transferred to the new school as soon as possible, separately from the main file, and addressed to the designated person for child protection
- Where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing pupils

The designated person also has an important role in ensuring all staff and volunteers receive appropriate training. They should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case
- Have a working knowledge of how South Gloucestershire Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors
- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher immediately

DESIGNATED GOVERNOR

The Designated Governor for Child Protection and Safeguarding at this school is:

| |
|-----------------|
| Mrs Zara Slaney |
|-----------------|

Child protection is important. Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Governors will ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing training.

The Governors will review safeguarding practices in the school on a regular basis, and no less than annually, to ensure that:

- The school is carrying out its duties to safeguard the welfare of children at the school

- Members of staff and volunteers are aware of current practices in this matter, and staff receive training where appropriate
- They attend training Child Protection/Safeguarding training for Governors
- Child protection is integrated with induction procedures for all new members of staff and volunteers
- The school follows the procedures agreed by South Gloucestershire Safeguarding Children Board, and any supplementary guidance issued by the Local Authority
- Only persons suitable to work with children shall be employed in the school, or work here in a voluntary capacity
- Where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action

SAFER RECRUITMENT

In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We will ensure that at least one member of any interview panel has completed certified Safer Recruitment Training.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that applicants are who they claim to be²
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for

VOLUNTEERS

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children.

It should be noted that refusal by a School Governor to have a DBS check carried out is a disqualification factor as detailed in the School Governors' Guide to the law (GTTL).

INDUCTION & TRAINING

All new members of staff will receive induction training which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

² e.g., through birth certificate, passport, new style driving licence, etc...

All new staff at the school (including volunteers) will receive basic child protection information and a copy of this policy within one week of starting their work at the school.

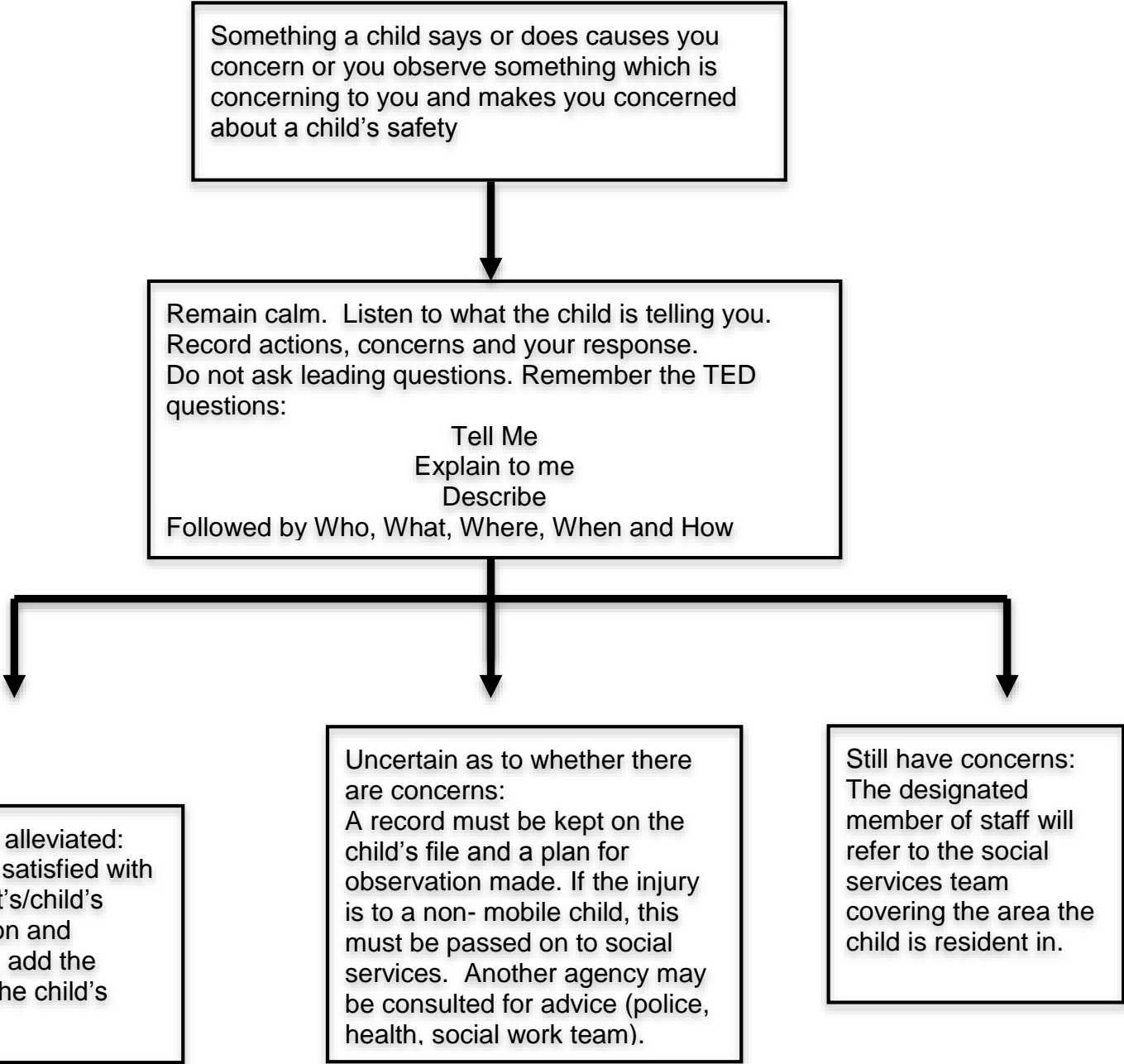
All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The school will provide this training through the designated person annually.

Staff will attend formal refresher training every three years, and the designated person (and deputy designated person) every two years.

CHILD PROTECTION PROCEDURE

Members of staff and volunteers are not required by this school to investigate suspicions; if somebody believes that a child may be suffering, or be at risk of significant harm, they must always refer such concerns to the designated person who will refer the matter to the relevant Children’s Services.

To this end, volunteers and staff will follow these procedures



Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

Upon the receipt of any information from a child, or any person who has suspicions that a child may be at risk of harm, or if anyone observes injuries that appear to be non-accidental, or where a child or young person makes a direct allegation or implies that they have been abused, or makes an allegation against a member of staff³, they must record accurately what they have seen, heard or know, at the time the event occurs, and share their concerns with the Head Teacher (Deputy Head in HT's absence) and agree action(s) to be taken.

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents, and with the requirements of South Gloucestershire Safeguarding Children Board.

ABUSE AND NEGLECT

Abuse and neglect are forms of maltreatment towards a child. An adult or adults or another child or children can abuse or neglect a child by inflicting or not preventing harm.

Significant harm includes:

1. Neglect – persistent failure to meet a child's basic needs for physical and/or psychological wellbeing; this includes failure to:
 - Provide adequate food clothing or shelter
 - Protect the child from physical and emotional harm or danger including online
 - Provide adequate supervision of the child
 - Access appropriate medical care or treatment
 - Respond to a child's basic emotional needs
2. Physical abuse – physical harm to a child can include:
 - Hitting
 - Shaking
 - Throwing
 - Burning
 - Fabricating symptoms or deliberately inducing illness
3. Sexual abuse – this can involve:
 - Forcing or enticing a child to take part in sexual activities
 - Penetrative or non penetrative acts
 - Non contact activities, such as involving children in watching sexual activities, exposure to inappropriate materials or encouraging children to behave in sexually inappropriate ways
4. Emotional abuse - the persistent or severe emotional maltreatment of a child so that there is a severe adverse effect on the child's emotional development. This can include:
 - Bullying or making them feel as if they are in danger
 - Making the child feel worthless or unloved
 - Having unrealistic expectations of a child
 - Denying them normal social interactions

³ Allegation that the member of staff has harmed a child, committed an offence against a child, or behaved in a way that questions their suitability to work with children.

SAFEGUARDING IN SCHOOL

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in light of the school's policies on:

- Personal, Social and Health Education and Sex and Relationships Education; child protection issues will be addressed through the curriculum as appropriate
- E-Safety
- First Aid
- Bullying; the school will also ensure that bullying is identified and dealt with so that any harm caused by other pupils can be minimised. We will pay particular attention to sexualized behaviour, or bullying that is homophobic in nature, or where there appear to be links to domestic abuse in the family home
- Safer recruitment and code of conduct for staff
- Racist incidents
- Confidentiality
- Behaviour and the school rules
- Health & Safety
- Physical Intervention
- Allegations against members of staff

PHOTOGRAPHING CHILDREN

We understand that parents like to take photos of or video record their children in the school play or at sports day or school presentations. This is a normal part of family life and we will not discourage parents from celebrating their child's successes.

However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require flash.

We will not allow others to photograph or film pupils during a school activity without the parents' permission.

We will not allow images of pupils to be used on school websites, publicity, or press releases, without express permission from the parent and, if we do obtain such permission, we will not identify individual children by name.

The school cannot however be held accountable for photographs or video footage taken by parents or members of the public at school functions.

CONFIDENTIALITY

The school, and all members of staff at the school, will ensure that all data about pupils are handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is disclosed only to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

CONDUCT OF STAFF

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting children through private telephones (including texting), e-mail, MSN, or social networking websites
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and South Gloucestershire Safeguarding Board procedures, we will view this as misconduct, and take appropriate action.

PHYSICAL CONTACT & RESTRAINT

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger, or
- Where the member of staff has received suitable training

ALLEGATIONS AGAINST MEMBERS OF STAFF

If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:

- Committed an offence against a child
- Placed a child at risk of significant harm
- Behaved in a way that calls into question their suitability to work with children

the allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by SGSCB.

The Head Teacher will handle such allegations unless the allegation is against the Head Teacher, when the Chair of Governors will handle the school's response.

The Head Teacher (or Chair of Governors) will gather information about the allegation, and report these without delay to the Local Authority.

BEFORE AND AFTER SCHOOL ACTIVITIES

Where the Governing Body transfers control of use of school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.

CONTRACTED SERVICES

Where the Governing Body contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

6. WORKING WITH PARENTS AND CARERS

INFORMATION FOR PARENTS

Our school is committed to good systems for protecting children and safeguarding their welfare, throughout all the activities we undertake. This means that staff and volunteers must be alert to possible concerns about children and report these in a proper fashion. This safeguarding policy details the procedures.

It is important for parents to be aware that:

Staff and volunteers have a duty to report concerns about a child, whether this means the child may be in need of some extra support or whether a child may have been abused or be at risk of abuse.

In some cases the school is obliged to refer children to social services. In the majority of cases there will already have been discussion between school staff and the parents of the child, and the situation and concerns will not be a surprise to parents. However, parents may not be told that their child has been referred to Social Services if it is thought that this might put the child at risk. If parents have serious concerns about their child, contact should be made directly with the Social Services department of the Local Authority. For any enquiries about issues that have arisen in school, contact the Head Teacher.

STANBRIDGE PRIMARY SCHOOL**Concern of Uncertain Significance**

This form should be used to record any concerns that staff may have over pupil welfare/ adult conduct which arise from odd comments or events during the school day. *Please complete and hand in to Headteacher or Deputy Headteacher on the day of the event.*

| Name of Child/ Adult | Class/role | Member of staff recording issue | Date |
|--|------------|---------------------------------|------|
| | | | |
| Details of issue causing concern: | | | |
| | | | |
| Any supporting or background information: | | | |
| | | | |

Signed.....

Date.....

Action

| Name of SLT dealing with issue | Date |
|---------------------------------------|------|
| | |
| Action taken and further notes | |
| | |

Signed.....

Stanbridge Primary School Record of Concerns

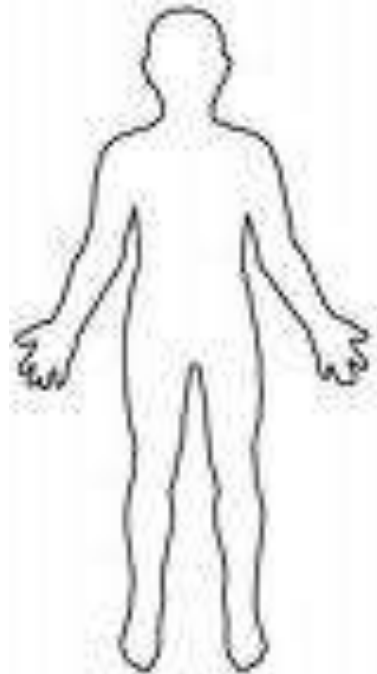


Child's Name:

Class:

Your Name:

Please indicate any marks on diagram and label with details
(Please indicate size, colour of mark and left/right if limbs)



Signed:

(Person recording concerns)

Print:

Date: