XXXXXXXXX School

Safeguarding Incident Form

Please refer to the back of this form for completion advice. (Forms are filed in Headteacher’s office)

**IF THE SITUATION IS URGENT YOU SHOULD TAKE ACTION IMMEDIATELY AND COMPLETE THIS FORM AFTERWARDS.**

Circulation: XXXXXXXXXXX

Completed by: …………………………………………

DATE: …………………………………………………… TIME:…………………………………………….

Child’s Name: ……..…………………………………………….. D.O.B: ………………………………………. Yr: ……………

Reason for concern: ....................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................... …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………IIIMPACT………………………………………………………………………………………………………………………………………………………………………………………………………………………Ii ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..................................................................……………………………



Please mark as required

Signed: ………………………………………Name:………….....................................................................

To be filled in by XXXXXXXXXX

Action: ……………………………………………………………………………………………...………………..………………..................………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….……………………………………………………………………………………………………………………………………………...………………………………………………………………………………………………………...................................................................................................................................................................................................................

Outcome: …………………………………………………………………………………………................................................................ ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

Yes

Parents informed: Parent Signature: ……………………………………………

No

 Child Signature: ……………………………………………...

Signed: …………………………………………Name:……….............................................. Date:……….…......................

XXXXXXXXXXX School - Safeguarding

This advice sheet is brief guidance for safeguarding procedures at XXXXXXXXXX School.

All XXXXXXXX School staff have a responsibility to create and maintain a safe learning environment for all children. We have a responsibility to identify where there are child welfare concerns and take action to address them in partnership with other organisations.

Education Act 2002 – Section 175 states that ‘it is a duty of all LAs and schools to make arrangements to safeguard and promote the welfare of all children.’

* As a member of staff you have a legal responsibility to report any concerns you have regarding safeguarding or any disclosures made by a child or young person.
* You are also responsible for ensuring that action has been taken as a result of your concerns.
* Recording of all concerns/incidents must be followed up in writing.

XXXXXXXXX School’s safeguarding designated members of staff are: XXXXXXXXXXXXXXXXXXXXXXXXXXXX

* All confidential files are held in a locked cupboard in the Head Teacher’s office.
* Staff may have access to the confidential files on request to the Head Teacher.
* Parents and carers do not automatically have access to the confidential files.

Protocol for Reporting Safeguarding Concerns

* Complete the safeguarding incident form (written recording is essential) and hand over to the designated staff with a brief explanation – do not leave form lying around as it is confidential.
* The Head Teacher and Designated staff will then decide on a course of action and file the safeguarding incident form in the pupil’s confidential file, and on Head Teacher’s central record file, and Head Teacher and Designated staff will keep you informed.
* If no follow up is given or concerns grow, then it is your responsibility to reiterate your concerns and check progress.

The Four Categories of Abuse: Physical, Sexual, Emotional and Neglect.

Protocol for Reporting Disclosures or Serious Concerns of Abuse

* Report any concerns to Head Teacher or Designated staff immediately and then follow this up in writing within 24 hours.
* Disclosures from a young person are confidential but if any of the content has a safeguarding concern you should inform the pupil that you will need to tell someone else.
* Reassure them that you will only tell who needs to be told.

Disclosure- What to do:

* Stay calm, tell the child they have done the right thing
* Be honest, do not make promises you cannot keep – YOU HAVE A DUTY TO REFER
* Explain what you have to do next and to whom you have to talk to
* Acknowledge how hard it must have been for the child to tell you what happened.

Disclosure- What not to do:

* Do not ask leading questions
* Do not promise not to tell anyone
* Do not put words into a child’s mouth or assume how the child feels.
* Do not attempt to interview the child.

Record Keeping

* All incidents should be recorded in writing and dated and signed (see Safeguarding Incident Form)
* Remember why you are making this record and state any intended action

Records Should:

* Be within 24 hours
* Be accurate and descriptive. Do NOT make any assumptions.
* Be clear and concise

**REMEMBER:**

**ALL STAFF MEBERS HAVE A DUTY TO REFER AND SAFEGUARD THE CHILDREN IN OUR CARE.**

**ALL STAFF MUST ENSURE THEY HAVE READ AND UNDERSTAND THE SCHOOLS SAFEGUARDING POLICIES AND PROCEEDURES.**

 Bottom of Form