

Stone Bay School.

Policy Document.

Group E Policy

E17: Safeguarding Reporting and Recording Guidelines.

Group E policies are not statutory and only two paper copies will be kept both located in the gold safeguarding files held in reception office and the staff room. The original word copy will be stored in our policy library, a PDF version will be accessible on our website.

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Signed. Martyn Nash Date: Tuesday, 12 September 2017
Author.

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Headteacher.



Mission Statement.

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive, caring and safe**.

Our goal is to develop our students to become:

- **Successful** Learners.
- As **independent** as possible.
- **Confident** individuals and self-advocates.
- **Effective** communicators and **contributors**.
- **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

Stone Bay School: ***“getting it right for every student”***.

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1 Introduction:

- 1.1 The document [“Keeping Children Safe in Education”](#) highlights the area of record keeping as a key task of the school’s Designated Safeguarding Lead (DSL).
- 1.2 Promoting the welfare of our students is a whole school task. Ensuring all staff know when and how to record concerns for a child’s welfare, however small or apparently insignificant is an essential part of the DSL role. Good record keeping is an important part of our school’s accountability to our students and their families and will assist DSLs in meeting their key responsibility to respond appropriately to welfare concerns for students. Records should be factually accurate, relevant, up to date and auditable. They should support monitoring, risk-assessment and planning for children and enable informed and timely referrals to be made when necessary. We will maintain a chronology as it is a fundamental part of our good record keeping systems.

2 Establishing a standard School recording process

- 2.1 We use a standard [“safeguarding/concern”](#) form for all staff irrespective of their role in school and an aide memoire to assist in its completion. This form and aide memoire is easily accessible to all staff.
- 2.2 The form will be discussed at whole staff Safeguarding training. It may be discussed at supervision if required. These supervision meetings will provide an opportunity to remind staff of their safeguarding responsibilities and the expectations on them to report and record concerns.
- 2.3 Staff should be guided in recording to be mindful of the possibility that this may be shared with others at some stage and in exceptional cases, the possibility that they may become evidence in court proceedings. It is therefore essential that the Headteacher and DSLs ensure that such processes are in place and that staff are supervised appropriately in carrying out these arrangements.
- 2.4 It is also vital that Headteacher and DSLs notify staff of how they will respond to reported / recorded concerns. Staff are empowered to seek clarification on why concerns have not been reported to the statutory agencies and if concerns remain then a consultation will be sought with our [Area Safeguarding Adviser](#).

3. Recording Aide Memoire for staff

- 3.1 Safeguarding our students is a whole school task. All staff 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 of our students a “one off” serious incident or concern may occur and 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 student. It is vital therefore that any concern you

have for a child's welfare however small is recorded and passed to the DSL. *All* concerns must be recorded on the Safeguarding Concerns form ([Appendix 1](#)).

If you are in any doubt, consult with one of the Designated Safeguarding Leads in School.

3.2 What is a "safeguarding/concern"?

Concerns may arise in one or more of the following areas:

- The students behaviour
- The student has a physical injury
- The student makes a disclosure or allegation
- The students physical presentation
- Information disclosed by a parent/carer/other adult
- Information derived from observations of parents/carers/other adults

3.3 What you must do.

Using the safeguarding/concern form ensure:

- Ensure the form is completed fully
- Written using straightforward language with fact and opinion clearly differentiated.
- If recording a disclosure, the students own words are recorded and any questions you may have asked are included
- Physical marks and injuries are recorded on a body map where appropriate
- Any action you have taken
- Ensure the completed form is handed directly to a DSL

3.4 What the DSL must do.

When a concern form is passed to a DSL it is important that the DSL checks this is sufficiently detailed and has been dated and signed by the staff member who has 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 where appropriate are also dated and signed.

3.5 The DSL will make a record of any action taken in response to every concern form passed to them. 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 students presentation, behaviour, attendance etc
- Discussions and telephone calls (with colleagues, parents and children / young people and other agencies or services)
- Professional consultations
- Letters sent and received
- Referral forms (both for external and education-based services)

4 When and how to start safeguarding / child protection records

- 4.1 Once a safeguarding/concern has been passed to a DSL and a record of the action taken has been made, these documents require storage in a separate child protection / safeguarding filing system.
- 4.2 A stand-alone individual file for a student will be started when.
- A safeguarding/concern form is received regarding the individual student
 - The child has been referred to Specialist Children's Services
 - You have been made aware of the involvement of Specialist Children's Services with the child / family and are contributing to multi agency assessments
- 4.3 Where concerns relate to more than one student from the same family at the School a separate file for each student will be created. Common records e.g child protection conference minutes will be duplicated for each file where appropriate.
- 4.4 When an individual file is started we use a front sheet ([Appendix 3](#)) to enable key information to be easily accessed. We highlight student files with a green square sticker to indicate the presence of a separate confidential file.



Every students file will have a green sticker on it if there exists an additional confidential file attached to the child.

5. What records should be included in a child's safeguarding file?

- All school safeguarding concern forms
- Any notes initially recorded in whatever form
- Records of discussions, telephone calls and meetings (with colleagues, other agencies or services, parents and children / young people)
- Professional consultations
- Letters sent and received
- Referral forms (both for external and education-based services).
- Minutes of meetings (copies for each child as appropriate)
- Formal plans linked to the child (e.g. Child Protection Plan)

6 Chronologies

- 6.1 The importance of understanding concerns for a student in the context of history, time-lines and other known information cannot be underestimated. We accept chronologies are central to this process and ensure that these are completed on an ongoing basis as any given case progresses. In addition to aiding assessment, a chronology will serve as

- an important record of school actions and when attached to an Inter-Agency Referral form can provide evidence for the reason for the referral.
- 6.2 Our chronology will list specific and significant incidents, events and actions taken in relation to the student and where appropriate their family, with a brief explanation or cross-reference to the relevant record within the file.
 - 6.3 Our chronology is stored at the front of a child's safeguarding file alongside the front sheet where it can be quickly accessed and viewed. It is kept up to date in real time.

7 Storage of records

Our child protection records are kept separate from all other records relating to that student in school. Our child protection records are stored in a locked cabinet within the Senior DSL's office with access only to those with direct child protection responsibility for students. It is essential to ensure that the school's Leadership Team know the arrangements for access to records in the absence of the Senior DSL from the school.

8 Sharing information

- 8.1 All information held by our school will be shared with Specialist Children's Services, police and health professionals as appropriate, where there is a concern that a child is at risk of significant harm.
- 8.2 On occasions where safeguarding concerns exist for a student in the context of a family situation and siblings attend other schools, it may be appropriate for the DSL to consult on a confidential basis with the DSL from another school to share and jointly consider concerns. If in any doubt about the appropriateness of this process, advice will be sought from our Area Safeguarding Adviser.
- 8.3 Further guidance is available in the document "[Information sharing –advice for safeguarding practitioners published in March 2015](#)"

9 Data Protection

- 9.1 Records relating to child protection are exempt information under the Education (School Records) Regulation 1989. They can be kept on computer and are exempt from the disclosure provisions of the Data Protection Act 1984.
- 9.2 Neither the parent nor the student has an automatic right of access to child protection records. It is however best practice to share information written by school staff unless there is a valid reason to withhold it. If an application is made to see the whole record, advice will be sought from our Area Safeguarding Team or the student's social worker if they have one.

- 9.3 Cases of alleged abuse that result in court proceedings may require our school to disclose their records, either through the police or social services. Records (suitably anonymised) may also be requested for use in disciplinary proceedings.
- 9.4 In all court cases, a requesting solicitor or other third party should be advised that a Witness Summons or Subpoena should be obtained. In these situations the advice of our Area Safeguarding Adviser and/or legal department should be sought.

10 Transfer of Safeguarding / child protection records

- 10.1 When a student transfers from our school and records of safeguarding/concerns have been kept, these are sent to the receiving school/college as soon as possible. The transfer of safeguarding records will be arranged separately from the main student file in line with DfE guidance. We will pass these directly to the DSL in the receiving school/college.
- 10.2 If the student is subject of a child protection plan at the time of transfer we will speak to the DSL of the receiving school/college and arrange for the records to be transferred under confidential cover.
- 10.3 If a student who is subject of a child protection plan leaves our school and we are unaware of the name of the student's new education placement we will contact the child's key worker from Specialist Children's Services to discuss how records should be transferred.
- 10.4 Where records of safeguarding/ concerns have been kept, and details of the receiving establishment are not known, we will follow the Missing Children Procedure in conjunction with the ELS Inclusion Service. We will also use the 'Lost Student Database' section of the 'School to School' secure data transfer service, which can be used to track missing children and trace previous Schools.

11 Retention of child protection records

Current guidance from the Records Management Society is that when a student with a child protection record reaches statutory school leaving age, the last school attended should keep the child protection file until the student's 25th birthday. It should then be shredded (and a record kept of this having been done, date, and why)

12. Prevent and Child Sexual Exploitation.

The school will carry out an [initial generic screening risk assessment](#) to identify if there is a heightened risk of radicalisation, sexual exploitation, female genital mutilation or honour based violence. This will be carried out by the student Liaison manager who is also a trained Designated Safeguarding Lead. If required this will lead to a further personal risk assessments ([FGM](#) and [PREVENT](#)) and the involvement of external partners.

[Stone Bay School Prevent Fact Sheet.](#)

[Stone Bay School Child Sexual Exploitation Fact Sheet.](#)

[Stone Bay School Female Genital Mutilation Fact Sheet.](#)



[Stone Bay School Honour Based Violence Fact Sheet.](#)

Appendix 1.

Student name.	Date of birth.	Year Group.
Your Name.	Job Title.	
Date of incident /concern:		
Specific details:		
Who was involved:		
Where did it happen:		
When did it happen:		
What happened:		
Any other relevant information (witnesses, immediate action taken)?		



Appendix 3.

Student name:		Date of birth:	
Other names by which child is known:		Date file started:	
Home address:		Current address (if different)	
Telephone no:		Telephone no:	
Family members i.e. parents / carers / siblings:			
Name	Relationship	Address	School details
Are records held in school relating to other connected children?			
Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Contact details of other professionals			
Name	Agency	Address	

Appendix 5. Frequently asked questions

Why is recording important?

We have a statutory duty to promote the well-being and safety of every child who attends our school. This is a whole school task. Since staff have differing roles in school we observe children in a range of settings and activities throughout the school day. Children may show or tell us that something is wrong in a variety of ways. We all have an important role to play in helping to identify welfare concerns for children and possible indicators of abuse or neglect at an early stage. For some children a “one off” serious incident or concern will come to your attention and you will have no doubt that this you must immediately record and report this. Most often however it is the accumulation of a number of small incidents, events or observations – “the jigsaw” - that provide the evidence that a child is being harmed. It is vital therefore that any concern you have for a child’s welfare *however small* is recorded and passed to the DSL.

What is a “safeguarding concern”?

As a general rule anything that you consider unusual or out of the ordinary for the child constitutes a concern. Mostly these will arise in one or more of the following areas:

- The students behaviour
- The student has a physical injury
- The student makes a disclosure or allegation
- The students physical presentation
- Information disclosed by a parent/carer/other adult
- Information derived from observations of parents/carers/other adults

Why can’t I just pass on my concern verbally?

It is important that the person who has the concern gives a first-hand account of this so that there is a clear and accurate record of what has been seen, heard etc. A record written by you will ensure that there is no misinterpretation of your concern or that it can be overlooked or forgotten.

How and what do I record?

Our school’s safeguarding concern form is a white A4 sheet that can be found in the staff room, classes, residential flats and the main office. There is also an aide memoire that will guide you in completing this. If you are in any doubt ask one of our DSL team.

What happens to the record once I’ve written it?

One of the main purposes of recording is to make sure that the school’s Designated Safeguarding Lead is able to respond properly to concerns for children. The DSL concerned will

decide what action is necessary in response to your concern. Actions they take will of course depend on how serious and urgent the concern is. These can range however from a decision to keep a close eye on the student in school to referring the student to Specialist Children's Services so that they can undertake an assessment of the students safety. The concern form you have completed will be kept by the DSL in a confidential file.

Who will see this? Will parents see my record?

Neither the parent nor the student has an automatic right of access to child protection records. It is however best practice to share information written by school staff unless there is a valid reason to withhold it. If an application is made to see the whole record, advice will be sought from our Area Safeguarding Team or the student's social worker if they have one.

Information relating to students welfare will be shared on a strict "need to know" basis and in line with Kent County Council's Safeguarding Children Procedure that we have a duty to work within.

Will the record be destroyed once the issue is addressed or the child leaves school?

No. Past concerns for children and what happened in response to these can be very important information for staff who may have concerns for the child at a later time. The DFE guide us in the retention and transfer of safeguarding records. The DSL is responsible for passing these on under confidential cover to the DSL in the child's new school when the child leaves us. For secondary schools, the records are kept until the child is 25 years old.



Appendix 6. Contact list for area Safeguarding:

Head Office – Sessions House	
Room 2.04, Sessions House, County Hall, Maidstone ME14 1XQ	
Claire Ray Principal Officer	Office: 03000 415788
Kay Ashman Admin Support (part-time)	Mobile: 07920 108828
Shirley Glasgow Admin Support	claire.ray@kent.gov.uk
Rebecca Avery	Office: 03000 415797
Education Safeguarding Adviser – Online Protection	Mobile: 07789 968705
	rebecca.avery@kent.gov.uk
	or for general enquiries: esafetyofficer@kent.gov.uk
Ashley Assiter	Office: 03000 422148
e-Safety Development Officer	Mobile: 07545 743310
	Ashley.assiter@kent.gov.uk
	or for general enquiries: esafetyofficer@kent.gov.uk
TRAINING & DEVELOPMENT	
Brook House, Reeves Way, Whitstable CT5 3SS	
Mike O’Connell	Office: 03000 418707
Education Safeguarding Adviser	Mobile: 07740 183807
	mike.oconnell@kent.gov.uk
NORTH KENT – Dartford, Gravesham, Sevenoaks	
Worrall House, 30 Kings Hill Avenue, West Malling, ME19 4AE	
Lorrisa Webber	Office: 03000 412445
Area Safeguarding Adviser (Education)	Mobile: 07740 183798
Linda Funnell	lorrisa.webber@kent.gov.uk
Safeguarding Admin Support (part-time)	
WEST KENT – Tonbridge & Malling, Tunbridge Wells, Maidstone	
Worrall House, 30 Kings Hill Avenue, West Malling, ME19 4AE	
Robyn Windiban	Office: 03000 412284
Area Safeguarding Adviser (Education)	Mobile: 07540 677200
Linda Funnell	robyn.windibank@kent.gov.uk
Safeguarding Admin Support (part-time)	
EAST KENT – Swale, Canterbury, Thanet	
Brook House, Reeves Way, Whitstable CT5 3SS	
Catherine Holmberg	Office: 03000 418503
Area Safeguarding Adviser (Education)	Mobile: 07786 191 359
Katie Agnew	catherine.holmberg@kent.gov.uk
Safeguarding Admin Support (part-time)	
SOUTH KENT – Ashford, Shepway, Dover	
Kroner House, Eurogate Business Park, Ashford TN24 8XU	
Peter Lewer	Office: 03000 415648



Area Safeguarding Adviser (Education) Lin Storton Safeguarding Admin Support (part-time)	Mobile: 07917 602413 peter.lewer@kent.gov.uk
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Central Duty: 03000 41 11 11

Urgent child protection issue outside of office hours
call the **Central Duty** Out of Hours Number: **03000 41 91 91**
Early Help & Preventative Services: earlyhelp@kent.gov.uk
or phone **03000 419222**

Local Authority Designated Officer Contacts

The LADO Team deal with allegations against staff who work with children either in education or the wider workforce

If you need to speak to the LADO Team regarding an **allegation** against a member of staff **please call any member of the LADO Team number**. Your details will be taken and passed to the intake officer. The same intake officer will support you through the process until the matter has been resolved. Please note that the team no longer works on an area basis.

LADO Team contact number: 03000 410 888 Now it's just one number for the whole LADO Team covering Kent Local Authority Email: kentchildrenslado@kent.gov.uk Or via secure: gcsxsafeguardingunit@kent.gcsx.gov.uk	
Kroner House, Eurogate Business Park, Ashford, TN24 8XU.	
Becky Cooper LADO Team Manager (Tue/Wed/Thu/Fri)	
Jinder Pal Kaur LADO	Yetunde Areeson LADO
Elaine Coutts (Tues/Wed/Thur) LADO	Nicola Collis LADO (Temporary)
Admin Officer Emma Cumberbatch Admin Officer Jane Davey	

If a call is urgent i.e. **a child is in immediate danger**, and the call **cannot** go through to the officer on **Duty**, the call should go through to the **Central Referral Unit on: 03000 41 11 11**.

Urgent child protection issue outside of office hours, Call the **Central Duty** Out of Hours Number: 03000 41 91 91.

If required call the police.

Safeguarding, Equality and Equal Opportunities Statement

Stone Bay School, and all policies and procedures, will promote equality of opportunity for all students and staff from all social, cultural and economic backgrounds. The school will ensure that no student or staff member is disadvantaged, discriminated against or treated less favourably because of their gender (including gender reassignment), race, disability, religion or belief, sexual orientation or due to pregnancy or maternity.

Stone Bay School aims to;

- Foster good relationships and create effective partnerships with all sections of the community
- Ensure that the school's service delivery, commissioning and employment practices will not discriminate unlawfully, either directly or indirectly
- Provide an environment free from fear and discrimination, where diversity, respect and dignity are valued and celebrated

All aspects of Safeguarding will be embedded into school life and will remain the responsibility of all members of our school community.

