



BROOKBURN PRIMARY SCHOOL



Child protection recording guidance

What to do if you have a concern

1. Complete a child protection record form on the same day your concern was initially raised.
2. Ensure the pupil's name is spelt correctly and that the date and time of the incident/disclosure/cause for concern occurred are noted.
3. Use the exact words the child has used if there was a disclosure. The incident section **MUST** be completed by the person who witnessed it and signed and dated by them.
4. Inform the designated person – either Schelene Ferris or Janette Jones and pass the form to them as soon as possible after your concern was raised.
5. Monitor the child closely and note any further concerns via the CP form.

NB The most important thing is that the concern is noted, the DP informed, details accurate and correct and that the child is taken seriously.

Refer to your Safeguarding policy and safeguarding information if you feel they would be useful.

Levels of vulnerability

Level 1 – all children who access universal services

Level 2 – **vulnerable children** who require access to family support plan- this may include children with statements of special educational needs

Level 2/3 -

Level 3 – **Child in need** who are at risk of significant harm and require Section 17 support plan (ie a referral is made)

Level 4 – **Looked after children who** are looked after and require a Personal Educational Plan