



Change a Life. Inspire a Dream. Build a Future.

POLICY AND PROCEDURES FOR SAFEGUARDING AND CHILD PROTECTION

1. Safeguarding

Larchfield recognises its responsibility to safeguard and promote the welfare of the children and young people in its care and to have regard, on an ongoing basis, to the desirability of reintroducing children into supportive, caring, suitable and monitored foster home environments and society generally. In formulating these policies and procedures, Larchfield has taken due regard to Legislation from countries such as the United Kingdom and the United Arab Emirates.

All children have the right to protection, regardless of age, gender, ethnicity, disability, beliefs or other circumstances. Larchfield recognises its legal duty to work with and in accordance with locally agreed inter-agency procedures. This responsibility is underpinned by the following aims:

- To protect children from harm (maltreatment);
- To prevent impairment of children's health and development;
- To ensure children grow up in circumstances consistent with the provision of safe and effective care;
- To take action to enable all children to have the best outcomes.

2. Prevention

Larchfield addresses its commitment to these aims by ensuring all reasonable measures are taken to minimise the risk of harm to children's welfare, including:

- Appointing an overall Principal and Deputy;
- Ensuring safer recruitment practice;
- Ensuring through training that all staff are aware of and committed to the Policy and Procedures for Safeguarding and Child Protection;

- Adopting a supportive, open and accepting attitude towards children so that they feel valued, listened to and respected;
- Establishing a positive and secure environment in which children can learn and develop;
- Including in the curriculum activities and opportunities which would equip children with the skills they need to stay safe from abuse and which will help them develop realistic attitudes to the responsibilities of adult life; and
- Providing pastoral support that is accessible and available to all children and ensuring that children know to whom they can talk to about their concerns both within and beyond Larchfield.

3. Protection

By ensuring all appropriate actions are taken to address concerns about the welfare of a child or children, working with agreed local policies and procedures in full partnership with other local external agencies. This may include:

- Sharing information about concerns with agencies that need to know and involving children appropriately.
- Monitoring children known or thought to be at risk from harm and contributing to assessments of need and support packages for those children.

4. Reporting

Larchfield with due regard to inter-agency procedures, will report complaints that raise Child Protection issues.

CHILD PROTECTION POLICY AND PROCEDURES

5. Introduction

- a) Child protection is one very important aspect of safeguarding. It refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm. The term 'significant harm' is defined as the threshold that justifies compulsory intervention in the best interests of children, to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.
- b) Whilst there are no absolute criteria on which to rely when judging what constitutes significant harm, the following factors are used by the Principal and the Principal in assessing any case:
 - The degree and extent of physical harm;
 - The duration and frequency of abuse and neglect;
 - The extent of premeditation; and
 - The presence and degree of threat or coercion.

- c) Sometimes, a single traumatic event may constitute significant harm (e.g. a violent assault, suffocation or poisoning), but more often, it is the consequence of a compilation of significant events (both acute and long-standing) which interrupt, change or damage the child's physical and psychological development.
- d) Staff should be clear that they must not make judgment or carry out investigations. The information in these procedures must be read in the context of the specific advice offered herein, in terms of how to act in cases where safeguarding and/or child protection issues are suspected.

6. Roles of the Principal and Deputy

- a) The Principal is the primary communicator with all external agencies. All referrals and paperwork will be held by the Principal.
- b) There is also a Deputy who takes responsibility for child protection matters within Larchfield. (In the event of the absence of any Deputy, another acting Deputy within the organisation will be empowered to deal with matters).

7. Raising Awareness

Larchfield, through the Principal, undertakes:

- a) To monitor and review annually, the effectiveness of the Safeguarding Policy and Child Protection Procedures, to ensure they comply with current best practice.
- b) To ensure the policies and procedures are fully implemented and followed by all staff.
- c) To ensure the child's wishes or feelings are taken into account when determining what action to take and what services to provide to protect individual children through ensuring there are systems in place for children to express their views and give feedback.

7 Training and Support

Larchfield, through the Principal undertakes:

- To ensure that the Deputy receives training in child-protection, supporting children in need, record keeping and promoting a culture of listening to children.
- To ensure that all staff who work with children receive training to equip them to carry out their responsibilities for safeguarding children effectively and that this is kept up to date.
- To ensure that new staff receive a safeguarding children induction within 7 working days of commencement of their employment.

- To ensure that temporary staff and volunteers are made aware of Larchfield's arrangements for safeguarding children within 7 working days of their commencement of work, including provision of this document, the code of conduct for staff, the name and contact details of the Principal.
- To ensure sufficient resources and time are allocated to enable the Deputy and other staff to discharge their responsibilities, including taking part in strategy discussion and other inter-agency meetings, and contributing to the assessment of children.
- To ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to safeguarding children, and to treat such concerns sensitively and effectively in a timely manner.
- To hold a copy of this policy and procedure document and to be fully conversant with this.
- To maintain an up to date central database detailing dates of training for all staff, the level of training received and the dates of when refresher training is required.

8 Referrals

Larchfield, through Deputy, undertakes:

- To ensure that Larchfield operates within the relevant legislative framework and recommended guidance, in accordance with locally agreed inter-agency procedures.
- To develop effective working relationships with other agencies and services.
- To decide upon the appropriate level of response to specific concerns about a child, referring to local guidance on thresholds and obtaining information on borderline cases. Responses may include a referral to relevant external agencies.
- To ensure that accurate safeguarding records relating to individual children are kept separate from the academic files and are marked 'Strictly Confidential'.
- To contribute to decision making and delivery of actions planned to safeguard each child.
- To ensure that Larchfield monitors effectively children about whom there are concerns.
- To notify external agencies of any serious incident or injury (or death), of any child while in the care of Larchfield, and to act upon any advice from those agencies.
- To ensure that the members The Board are kept fully informed of any concerns.

9 Support for Children

Larchfield recognises that:

- a) A child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth.
- b) A child in these circumstances may feel helpless and humiliated and may feel self-blame.
- c) Children with special needs can be more vulnerable to abuse and should have enhanced access to support systems.
- d) Larchfield may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- e) Research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal, to aggression or withdrawal.

Larchfield will support all children by:

- a) Encouraging self-esteem and self-confidence whilst not condoning aggression or bullying.
- b) Promoting a caring, safe and positive environment within Larchfield.
- c) Liaising and working closely together with all other support agencies involved in the safeguarding of children.
- d) Notifying the relevant external agencies as soon as there is a significant concern.

10 Signs of abuse and neglect.

Abuse and neglect are forms of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused (in a family or an institutional or community setting) by those known to them, or more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

- a) Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, including by fabricating the symptoms of, or deliberately causing, ill health to a child.
- b) Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the

needs of another person, age or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened, or the exploitation or corruption of children.

- c) Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include involving children in looking at, or in the production of, pornographic material or encouraging children to behave in sexually inappropriate ways.
- d) Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development, such as failing to provide adequate food, shelter and clothing, or neglect of, or being unresponsive to, a child's basic emotional needs.
- e) Child Sexual Exploitation and Female Genital Mutilation.

11 Staff awareness Staff should be aware of the following signs that may indicate abuse

Possible physical signs may include:

- Unexplained or repeated injuries;
- Bruises in odd places (non-bony areas);
- Marks of slapping, biting, gripping etc.;
- Cuts in odd places / evidence of deliberate self-harm;
- Poor hygiene;
- Marked weight fluctuations;
- If an injury is considered to be of such severity that the child requires immediate medical treatment (i.e. Emergency Department) that help should be sought in accordance with local procedure.

Possible behavioural signs may include:

- any comments children make which give cause for concern;
- concerns about domestic violence;
- a marked change in behaviour;
- eating disorders;
- excessively affectionate or sexual behaviour;
- emotional isolation;
- an inability to sleep;
- theft;
- habits such as thumb-sucking;
- 'frozen watchfulness'; and

- any deterioration in a child's general well-being.

Staff should remember that these symptoms are 'possible' signs and do not automatically mean that abuse has or is taking place; there may be other explanations. In most cases it will be appropriate for staff to discuss observations with the Deputy to help to decide whether it should be referred to the Principal.

12 Staff Safety

12.1 Staff and volunteers are expected to fulfil many roles within Larchfield and will work with large and small groups of children. In addition, the staff may often find themselves in loco parentis (in the place of the parent).

12.2 Given the risk of false alarms regarding any allegations that may be made and even deliberate hoaxes on the part of children, staff are advised to think carefully about the setting and nature of their varied relationships with their children so as not to lay themselves open to undue suspicion or accusation.

12.3 Coping with concerns about the possible abuse of a child can be very stressful for all involved, however the first responsibility is to the child. The member of staff/volunteer should therefore, consider seeking support for him/herself and discuss this with the Deputy.

13 Pastoral role

Pastoral interaction between staff and children is an intrinsic part of Larchfield's educational provision; however, the following points are worth bearing in mind:

13.1 If engaging with children in a non-public setting, it is prudent to meet with at least two children at any one time. This also applies to social gatherings.

13.2 Inappropriate physical contact must be avoided. The following is a (non-exhaustive) list of examples of appropriate physical contact and 'non-abusive' actions:

- Applying restraint to prevent a child self-harming or harming another person;
- Removing, with reasonable force, potentially dangerous items from a child's possession, or a child from a dangerous location;
- Shepherding children, for example with a hand on back or shoulder;
- Comforting, for example with a hand on shoulder, back or arm;
- Securing attention by tapping a child's shoulder; and

13.3 It is always unacceptable to harm a child.

14 Record keeping

14.1 Accusations by staff against children should be recorded through the normal channels for reporting child issues. If the need to question a child about any serious or potentially delicate matter arises, it is advisable to do so in the presence of an adult witness, with a written and dated record of the interaction.

14.2 Staff are asked to bear in mind that, at the very least, the Deputy (if not the Principal) should be kept properly informed of any interaction with a child that might have subsequent repercussions (e.g. actions, conversations or questioning).

15 Activities, visits and supervision

15.1 Staff should ensure that if they are in charge of any Larchfield activity or facilities where safety regulations and precautions are required, these are clearly published and the attention of children is drawn to them from time to time. Any accidents or other untoward incidents should always be recorded, signed and dated and a written record be retained.

15.2 It is important not to place children in situations which might make bullying, intimidation or other child-to-child abuse more likely and, where such situations might arise, it is important that proper adult supervision be arranged.

16 Medicines

Under no circumstances should staff advise on the taking of medicines, or their increased/decreased use.

17 Role of Staff

17.1 Concerns about a child (including abuse by a child or group of children):

- a) Staff who notice injuries that appear to be non-accidental, a significant change in a child's behaviour, or who are told anything significant related to child protection by another child, must report their concerns immediately to the Deputy. A factual written record will be made and passed to the Principal if deemed appropriate.
- b) If a member of staff has concerns about any child which may indicate physical, emotional or sexual abuse or neglect, they must discuss them with the relevant Deputy.
- c) It is important to recognise that safeguarding and child protection can relate to abuse of one child by another. Where there is reasonable cause to suspect that a child is suffering, or likely to

suffer significant harm, by one or more children, the member of staff must make a written record of their concern and ensure this is shared with the Deputy immediately.

- d) In the case of abuse by a child, or group of children, the key indicators that may identify abuse (as opposed to bullying or adolescent misbehaviour, to be handled within Larchfield's normal discipline framework) are:
- the frequency, nature and severity of the incident(s); whether or not the victim was coerced by physical force, fear, or by a child or group of children significantly older than them, or having power or authority over them;
 - whether or not the incident involved a potentially criminal act; and
 - whether or not the same incident (or injury) would have been regarded as assault or otherwise actionable) had it occurred to a member of staff or other adult.
- e) The Principal/ Deputy may decide to liaise with local and specialist agencies as appropriate, and ensure that accurate records relating to child protection are kept secure.
- f) If, at any point, there is a risk of immediate serious harm to a child a referral should be made to external agencies immediately.

18 Procedure following a disclosure

If a child discloses that he or she has been abused in some way, the member of staff/volunteer should:

- Listen to what is being said without displaying shock or disbelief;
- Accept what is being said;
- Allow the child to talk freely;
- Reassure the child, but not make promises which it might not be possible to keep;
- Not promise confidentiality – it might be necessary to refer to the relevant Principal or the Deputy;
- Reassure that what has happened is not the child's fault;
- Reiterate the point that it was the right thing to tell;
- Only ask questions when necessary for the purpose of clarification;
- Not criticize the alleged perpetrator;
- Explain what has to be done next and who has to be told; and
- Document the information on Larchfield record of concern sheet where possible and pass this to the relevant Deputy without delay.

19 Written records

The member of staff to whom a disclosure has been made should:

- Make brief notes as soon as possible after the conversation, using Larchfield record of concern sheet wherever possible.
- Record the date, time, place and any noticeable words or non-verbal behaviour used/demonstrated by the child.
- Draw a diagram to indicate the position of any injuries.

20.1 Record statements and observations rather than personal interpretations or assumptions.

All records need to be given to the relevant Deputy promptly. No copies should be retained by the member of staff or volunteer. Any such records will then be passed on to the Principal, who will store them centrally on site.

21 Action by the Deputy

The Deputy will:

- Discuss the concern with the Principal to decide if the risk requires an immediate referral.
- Meet with the child, following the guidance on questioning children.
- Seek a medical examination or treatment for the child with Larchfield's medical member of staff/volunteer, if appropriate.
- Take steps to protect the informing child as appropriate. Ensure that the child is aware that confidentiality cannot be guaranteed but that the matter will be disclosed only to people who need to know, and the child will know who these people are. If the allegation involves abuse by other children, it is likely that the children against whom the allegation has been made will need to be told.
- Meet with any children against whom an allegation has been made and follow the interview protocols as outlined above to develop an understanding of what has happened and to provide information to support these children too, in terms of further actions and involvement of others.
- Ensure that a reference is made on the child's main file using the relevant incident form (*See Appendix 2: Child Protection Record of Concern*).

22 ALLEGATIONS OF ABUSE AGAINST A MEMBER OF STAFF

22.1 Duties of Larchfield

Larchfield has a duty of care for those whom dedicate their time as carers and educators for the children of Larchfield. They will provide effective support for any employee/ volunteer facing an allegation and a named contact if they are suspended.

An allegation of abuse may be made against a member of staff (including volunteers) if he/she has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm by working regularly or closely with children.

Larchfield will endeavour to ensure that any allegation of abuse made against a teacher or other member of staff or volunteer is dealt with very quickly, in a fair and consistent way that provides effective protection for the child whilst at the same time supporting the subject of the allegation.

22.2 Initial Considerations

- The Principal should be informed immediately.
- Staff following procedures for dealing with allegations must be aware that they need to be applied objectively and with common sense.
- Some cases may well either not meet the criteria set out above at all, or may do so without warranting consideration of external agencies. In these cases the Larchfield's informal disciplinary procedures should be followed to resolve cases quickly and without delay.
- It may be the case that an allegation will be sufficiently serious as to require immediate intervention by external agencies. The members of Larchfield Board will then be informed so that they can take action as swiftly as possible and consult with external agencies.

22.3 Procedure following an allegation against a member of staff

22.3.1 Initial investigation

- a) The Principal will discuss the allegation with the Directors of Larchfield.
- b) The purpose of this initial discussion is for the Principal to consider the nature, content and context of the allegation and agree a course of action. The Principal may need to provide or obtain additional information which may be relevant, such as previous history, whether the

child or their family have made similar allegations and the individual's current contact with children.

- c) If the allegation is against The Principal, the Directors will appoint a temporary replacement who would take on the Principal's role in this procedure.

22.3.2 Further Investigation

- a) The initial sharing of information and evaluation may lead to a decision that no further action is to be taken in regard to the individual facing the allegation or concern. In such a scenario, this decision and a justification for it should be recorded (by both the Principal and the Directors, and agreement reached as to what information should be put in writing to the member of staff concerned (and by whom). The Directors should then consider what action should follow in respect of the member of staff and those who made the initial allegation.
- b) Where further investigation is deemed necessary, the Directors should inform the member of staff about the allegation as soon as possible after consulting the other members of the Board, providing as much information as permissible. If a strategy discussion is needed however, or external agencies need to be involved, this will not happen until those agencies have agreed what information can be disclosed to the person.
- c) In some cases, further enquiries will be needed to inform the decision about how to proceed. If so, the Directors will discuss with the Principal, how and by whom the investigation will be undertaken. In straightforward cases the investigation should normally be undertaken by a senior member Larchfield. However, the nature or complexity of the allegation may require an independent investigator.

22.3.3 Suspension

- a) The Directors will consider carefully whether the circumstances of a case warrant the member of staff being suspended from contact with children from Larchfield until the allegation or concern is resolved. Suspension is not the default position – an individual will only be suspended if there is no reasonable alternative, such as removing them from specific types of duties which have contact with children.
- b) Where it has been deemed appropriate to suspend the person, written confirmation will be sent within one working day, giving the reasons for the suspension. The person will be informed at that point who their named contact is within the Larchfield and provided with their contact details.

- c) If the allegation is not demonstrably false or unfounded, and there is cause to suspect a child is suffering or is likely to suffer significant harm, a strategy discussion will be convened in accordance with the procedures of local external agencies.
- d) If the allegation is about physical contact, the strategy discussion or initial evaluation with the police should take account of the fact that staff are entitled to use reasonable force to control or restrain children in certain circumstances, including dealing with disruptive behaviour.
- e) Where it becomes clear that an investigation by the police or other external agencies is unnecessary, or the strategy discussion or initial evaluation decides that is the case, the Directors will discuss the next steps with the Principal. The Directors will be kept informed. In these circumstances the options depend on the nature and circumstances of the allegation and the evidence and information available, and could range from taking no further action to summary dismissal and a decision not to use the person's services in future.

22.3.4 Timescales

- a) Larchfield recognises that it is in everyone's interest to resolve cases as quickly as possible, consistent with a fair and thorough investigation. All allegations will be investigated as a priority so as to avoid any delay. The time taken to investigate and resolve individual cases will depend on a variety of factors including the nature, seriousness and complexity of the allegation, but it is expected that the case should be resolved in one to three months. In truly exceptional cases this may take up to twelve months.
- b) For those cases where it is clear immediately that the allegation is unfounded or malicious then it is expected that they should be resolved within one week.
- c) Where the initial consideration decides that the allegation does not involve a possible criminal offence it will be for Larchfield to deal with, although if there are concerns about child protection, the Principal should discuss action with the Directors.
- d) In such cases, if the nature of the allegation does not require formal disciplinary action, the Director will initiate appropriate action within 3 working days.
- e) If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days.

22.3.5 Confidentiality

- a) When an allegation is made, Larchfield will make every effort to maintain confidentiality and guard against unwanted publicity while investigations are carried out.

- b) Larchfield will take advice from external agencies to agree the following:
- Who needs to know and, importantly, exactly what information can be shared;
 - How to manage speculation, leaks and gossip;
 - What if any information can be reasonably given to the wider community to reduce speculation; and
 - How to manage press interest if and when it should arise.

22.3.6 Resignations, Dismissal, Ceasing to provide services, 'Settlement Agreements' and References

- a) If a member of staff tenders his/her resignation, or ceases to provide their services, this will not prevent an allegation being followed up in accordance with these procedures.
- b) Ceasing to use a person's services includes: dismissal; non-renewal of a fixed term contract; not continuing with the employment of a probationer; no longer using volunteers; resignation, and voluntary withdrawal.
- c) Every effort will be made to reach a conclusion in all cases where allegations relating to the safety or welfare of children are concerned.
- d) Wherever possible the member of staff will be given the opportunity to answer and make representations with regard to the allegation. However, the investigative processes outlined above will continue in cases where this does not happen for whatever reason.
- e) A 'compromise agreement', by which a person agrees to resign if Larchfield agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference, generally should not be used in these cases. No such agreement will prevent a thorough police investigation.
- f) Cases in which an allegation was proven to be unsubstantiated, unfounded or malicious will not be included in employer references. A history of repeated concerns or allegations which have all been found to be unsubstantiated, malicious etc. will also not be included in any reference.

22.3.7 Record keeping

- a) Details of allegations that are found to have been malicious will be removed from personnel records. However, for all other allegations, a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, will be kept on a member of staff's confidential personnel file, and a copy provided to the person concerned.

- b) The purpose of this record is to enable accurate information to be given in response to any future request for a reference, where appropriate. (It could provide clarification in cases where information is received from the police about an allegation that did not result in a criminal conviction and it could help to prevent unnecessary re-investigation if an allegation re-surfaces after a period of time.)
- c) The record will be retained within Larchfield files for a period of 10 years from the date of leaving the employment of Larchfield.

22.3.8 Action on conclusion of a case

- a) When any investigation lapses, in these circumstances the Directors will consider whether any further action, including disciplinary action, is appropriate and, if so, how to proceed. The information provided by the police and/or the local external agencies can inform that decision. The options will depend on the circumstances of the case and the consideration will need to take account of the result of the investigation, as well as the different standard of proof required in disciplinary and criminal proceedings.
- b) If the allegation is substantiated and the person is dismissed or Larchfield ceases to use the person's services, or the person resigns or otherwise ceases to provide his or her services, the members of the Board should make a referral to the external agencies for consideration of inclusion on the barred lists is required.

22.3.9 Action in respect of unfounded or malicious allegations

If an allegation is determined to be unfounded or malicious, In the event that an allegation is shown to have been deliberately invented or malicious, the Director(s) will consider whether any disciplinary action is appropriate against the child who made it.

22.3.10 Learning lessons

At the conclusion of a case in which an allegation is substantiated, the Principal, the Deputy and Directors of Larchfield will review the circumstances of the case to determine whether there are any improvements to be made to Larchfield's procedures or practice to help prevent similar events in the future.

APPENDIX 1: GUIDANCE ON HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE:

GENERAL POINTS	DON'T SAY
<ul style="list-style-type: none"> • Show acceptance of what the child says (however unlikely the story may sound). • Keep calm. • Look at the child directly. • Be honest. • Tell the child you will need to let someone else know – don't promise confidentiality. A useful distinction to make when explaining this to children is between privacy and confidentiality: you cannot promise to keep a conversation private but confidentiality means only informing the people who need to know in order to help the child. • Even when a child has broken a rule, they are not to blame for the abuse. • Be aware that the child may have been threatened or bribed not to tell. • Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen. • Never ask leading questions and try to record what the child says verbatim 	<ul style="list-style-type: none"> • Why didn't you tell anyone before? • I can't believe it! • Are you sure this is true? • Why? How? When? Who? Where? • Never make false promises. • Never make statements such as "I am shocked, don't tell anyone else".
<p style="text-align: center;">Helpful things you may say or show</p>	<p style="text-align: center;">Concluding</p>
<ul style="list-style-type: none"> • I understand what you are saying. • Thank you for telling me. • It's not your fault. • I will help you. 	<ul style="list-style-type: none"> • Again, reassure the child that they were right to tell you and show acceptance. • Let the child know what you are going to do next and that you will let them know what happens. • Contact the appropriate senior member of staff or agency. • Consider your own feelings and seek pastoral support if needed.

APPENDIX 2: CHILD PROTECTION RECORD OF CONCERN

CHILD SAFEGUARDING AND PROTECTION

RECORD OF CONCERN



Change a Life. Inspire a Dream. Build a Future.

Child's name:

Date and time of concern:

Your account of the concern: (What was said, observed, reported and by whom?)

Additional Information: (Context of concern)

Your Response: (What did you say following the concern?)

Your Name:

Your Signature:

Your role in Larchfield:

Date and time of this recording:

APPENDIX 3: FLOW CHART ON HOW TO DEAL WITH CONCERNS

