



## P1. CMT Safeguarding and Child Protection Policy

### INTRODUCTION

CAMS Music Trust fully recognises the responsibility it has under section 175 (*Section 157 for Independent Services and Academies*) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

This responsibility is more fully explained in the statutory guidance “Working Together to Safeguard Children”. Through their day-to-day contact with pupils and direct work with families, CAMS Music staff and volunteers have a responsibility to:

- Identify concerns early to prevent them from escalating
- Provide a safe environment in which children can learn
- Identify children who may benefit from early help
- Know what to do if a child tells them he/she is being abused or neglected
- Follow the referral process if they have a concern

This policy sets out how the Trust we discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who are pupils with the service. Our policy applies to all staff, paid and unpaid, working in the service. Concerned parents/carers may also contact the service.

It is consistent with the Local Safeguarding Children Board (LSCB) procedures.

**There are four main elements to our policy:**

**PREVENTION** through the activities and pastoral support offered to pupils and the creation and maintenance of a whole service protective ethos

**PROCEDURES** for identifying and reporting cases, or suspected cases, of abuse. The definitions of the four categories of abuse are attached (see Appendix A)

**SUPPORTING VULNERABLE CHILDREN** those who may have been abused or witnessed violence towards others.

**PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN**

## 1.0 PREVENTION

1.1 We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children.

1.2 The service will therefore:

1.2.1 establish and maintain an environment where children feel safe in both the real and the virtual world and are encouraged to talk and are listened to

1.2.2 ensure children know that there are adults in the service whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as appropriate

## 2.0 PROCEDURES

2.1 We will follow the procedures set out in the Cambridgeshire Local Safeguarding Children Board “Inter-Agency Procedures”. A copy of these procedures can be found on the LSCB website:

<http://cambridgeshirescb.proceduresonline.com/chapters/contents.html>

### 2.2 The Designated Safeguarding Lead for Child Protection is: Mark Tinkler

2.2.1 The DSL should have the appropriate status and authority within the service to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters. (See Working Together to Safeguard Children 2018)

2.2.2 The activities of the DSL can be delegated to appropriately-trained deputies (Designated Personnel DP).

2.2.3 The lead responsibility for child protection remains with the DSL and cannot be delegated.

2.2.4 In addition to the formal training set out above the DSL and DP should refresh their knowledge and skills e.g. via bulletins, meetings or further reading at **least annually**.

2.2.5 The Trust will ensure that every member of staff, paid and unpaid, knows who the Designated Personnel are and the procedures for passing on concerns from the **point of induction**.

2.2.6 The designated safeguarding lead (or a deputy) should always be available during parts of the year when the service is actively delivering work with children and young people (during school or college hours) for staff to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, as activity is often delivered remotely by the service, this may be impractical in all situations, and phone conversations may be appropriate at these times

2.2.7 DSLs and DPs should take advice from a child protection specialist when managing complex cases. The Designated Personnel have access to professional consultations with staff working in the Multi-agency Safeguarding Hub (MASH). The Emergency Duty Team (out of hours) is also available. Contact numbers are found in Appendix B.

2.2.8 CAMS Music Trust will ensure every member of staff knows:

- the name of the designated person/s and their role
- how to identify the signs of abuse and neglect

- how to pass on and record concerns about a pupil
- that they have an individual responsibility to be alert to the signs and indicators of abuse and for referring child protection concerns to the Designated Person/s

2.3.1 CAMS Music Trust will provide safeguarding and child protection training for **all** staff from the point of their induction. The training should be regularly updated. In addition all staff members should receive regular safeguarding and child protection updates as required **but at least annually**.

2.4.1 The Trust will ensure that this policy is available publicly either via the Trust Website.

## 2.5 Liaison with Other Agencies

The Trust will:

2.5.1 work to develop effective links with relevant services to promote the safety and welfare of all pupils

2.5.2 co-operate as required, in line with Working Together to Safeguard Children, with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups

## 2.6 Record Keeping

The Trust will:

2.6.1 keep clear, detailed, accurate, written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Social Care immediately

2.6.2 ensure all records are kept securely, and in a locked location

2.6.3 make parents aware that such records exist except where to do so would place the child at risk of harm.

2.6.4 Ensure all actions and decisions will be led by what is considered to be in the best interests of the child.

## 2.7 Confidentiality and information sharing

2.7.1 Child protection information will be stored and handled in line with the Data Protection Act 1998. The Data Protection Act does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child.

2.7.2 Child protection records are subject to the provisions of the Data Protection Act, 1998. This means that a parent, or young person of sufficient age and understanding, may make a request to see the child protection record. If any member of staff receives a request from a pupil or parents to see child protection records, they will refer the request to the Designated Safeguarding Lead.

2.7.3 The Designated Safeguarding Lead will decide whether or not to share the record, fully or in part. This decision will consider the balance between the potential risk of harm to the child and the principle of working openly and honestly with parents.

The Trust will:

2.7.4 ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from a senior manager or Social Care as required. (See "Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers", DfE 2015)

2.7.5 ensure that the Designated Safeguarding Lead will only disclose any information about a pupil to other members of staff on a 'need to know' basis, including Domestic Violence notifications

2.7.6 make all staff aware that they have a professional responsibility to share information with the DSL and where appropriate other agencies in order to safeguard children.

2.7.7 ensure staff are clear with children that they cannot promise to keep secrets.

## **2.8 Communication with Parents/Carers**

The Trust will:

2.8.1 ensure that parents/carers are informed of the responsibility placed on the service and staff in relation to child protection by setting out its duties in the service prospectus/website.

2.8.2 undertake appropriate discussion with parents/carers prior to involvement of another agency unless the circumstances preclude this action. If the service believes that notifying parents could increase the risk of harm to the child or exacerbate the situation, advice will be sought from Social Care.

2.8.3 Particular circumstances where parents **may not** be informed include any disclosure of sexual abuse or physical abuse where the child has an injury.

2.8.4 record what discussions have taken place with parents on the Log of Concern about a Child's Welfare or if a decision has been made not to discuss it with parents, record the reasons why.

## **3.0 SUPPORTING VULNERABLE CHILDREN**

3.1 We recognise that abuse or witnessing violence may have an adverse impact on those children which may last into adulthood without appropriate intervention and support.

3.2 This service may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at service activities their behaviour may be challenging and defiant or they may become withdrawn.

3.3 We recognise that some vulnerable children may develop abusive behaviours and that these children may need to be referred on for appropriate support and intervention.

### **3.4 The service will support the pupil through:**

3.4.1 opportunities to encourage self-esteem and self-motivation

3.4.2 An ethos that actively promotes a positive, supportive and safe environment and values the whole community

3.4.3 Liaison with other agencies which support the pupil such as Social Care, Child and Adolescent Mental Health Services, Cambridgeshire Sexual Behaviour Service or Early Help Teams

3.4.4 A commitment to develop productive and supportive relationships with parents/carers

3.4.5 Recognition that children living in a home environment where there is domestic abuse, drug or alcohol abuse or mental health issues are vulnerable and in need of support and protection; they may also be young carers.

3.4.6 Monitoring and supporting pupils' welfare, keeping records and notifying Social Care in accordance

with the Cambridgeshire Local Safeguarding Children Board “Inter - Agency Procedures”

### **3.5 Substance Misuse and Child Protection**

3.5.1 The discovery that a young person is misusing legal or illegal substances or reported evidence of their substance misuse is not necessarily sufficient in itself to initiate child protection proceedings but the Trust will consider such action in the following situations:

When there is evidence or reasonable cause:

- to believe the young person’s substance misuse may cause him or her to be vulnerable to other abuse such as sexual abuse
- to believe the pupil’s substance related behaviour is a result of abuse or because of pressure or incentives from others, particularly adults
- where the misuse is suspected of being linked to parent/carer substance misuse.

### **3.6 Children of Substance Misusing Parents/Carers**

3.6.1 Misuse of drugs and/or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic violence.

3.6.2 When the Trust receives information about drug and alcohol abuse by a child’s parents/carers they will follow appropriate procedures.

3.6.3 This is particularly important if the following factors are present:

- Use of the family resources to finance the parent’s dependency, characterised by inadequate food, heat and clothing for the children
- Children exposed to unsuitable caregivers or visitors, e.g. customers or dealers
- The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviour
- Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance
- Disturbed moods as a result of withdrawal symptoms or dependency
- Unsafe storage of drugs and/or alcohol or injecting equipment
- Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child

### **3.7 Domestic Abuse**

3.7.1 Where there is Domestic Abuse in a family, the children/young people will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships.

3.7.2 Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: Psychological, physical, sexual, financial and emotional.

3.7.3 This definition, which is not a legal definition, includes so called 'honour' based violence, female

genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

### **3.8 Female Genital Mutilation (FGM)**

3.8.1 “FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways”. (Multi-agency statutory guidance on female genital mutilation, April 2016).

3.8.2 The age at which FGM is carried out varies enormously according to the community. The procedure may be carried out shortly after birth, during childhood or adolescence, just before marriage or during a woman’s first pregnancy.

3.8.3 FGM is internationally recognised as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

3.8.4 The service takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. Any indication that FGM is a risk, is imminent, or has already taken place will be dealt with under the child protection procedures outlined in this policy.

3.8.5 The Designated Safeguarding Lead will make appropriate and timely referrals to Social Care if FGM is suspected. In these cases, parents will not be informed before seeking advice. The case will still be referred to Social Care even if it is against the pupil’s wishes.

### **3.9 Child Sexual Exploitation (CSE)**

3.9.1 Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. .

3.9.2 Sexual exploitation can take many different forms from the seemingly ‘consensual’ relationship to serious organized crime involving gangs and groups.

3.9.3 Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyberbullying and grooming.

3.9.4 It is important to recognize that some young people who are being sexually exploited do not show any external signs of this abuse and may not recognize it as abuse.

### **4.0 Peer on Peer Abuse**

4.1 Peer on peer abuse can manifest itself in many ways. This can include sexual bullying, being coerced to send sexual images, sexual assault and teenage relationship abuse. There are clear links with sexual exploitation and domestic abuse.

4.2 This form of abuse will not be tolerated and victims will be appropriately supported. Any indication that a child has suffered from peer on peer abuse will be dealt with under the child protection procedures outlined in this policy.

4.3 Consideration will always need to be given to the welfare of both the victim(s) and

perpetrator(s) in these situations.

4.4 Additional guidance on sexting can be found in 'Sexting' in schools: advice and support around self-generated images - What to do and how to handle it, published by CEOP.

4.5 Additional guidance on sexting can be found in "Sexting in schools and colleges:

Responding to incidents and safeguarding young people" published by the UK Council for Child Internet Safety (UKCCIS)

## **5.0 Prevention of Radicalisation**

5.1 Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

5.2 The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. The Trust is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

5.3 When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the Designated Safeguarding Lead/Prevent Lead.

## **6.0 PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN**

6.1 The service will operate safer recruitment practices including ensuring appropriate DBS and reference checks are undertaken. The Trust must make sure that trustees, staff and volunteers are suitable and legally able to act in their positions. This includes people from or working overseas.

Under Section 75 of the Childcare Act, 2006 individuals are disqualified from childcare provision if they have committed certain specified offences

To the above ends, for trustees, staff and volunteers, the CMT will get:

- criminal records checks where the position is eligible
- references and checks on gaps in work history
- confirmation that staff can work in the UK
- health checks where appropriate
- Disclosure and Barring Service (DBS) checks
- Because we work with children, people's criminal records and information held by the police.
- All checks available from the Disclosure and Barring Service (DBS) – including always getting a standard, enhanced or enhanced with barred list check from the DBS when a role is eligible for one.
- if a role is not eligible for a standard or enhanced check, the person to apply for a basic check.
- Appropriate checks for people from overseas

- when sending workers overseas we will where possible get an International Child Protection Certificate

CMT will not appoint anyone who is disqualified as a trustee or to a senior manager position (at chief executive or finance director level).

## 6.2 Allegations against Staff

6.2.1 All staff must know how to report an allegation against a member of staff or volunteer.

- An allegation might arise as a complaint, grievance, suspicion, concern, during discussions with a child, parent, member of staff or member of the public.
- Any allegation of abuse made against a member of staff will be reported straight away to the DSL.
- In cases where the Artistic Director of CAMS Music Trust is the subject of an allegation, it will be reported to the Chair of the Trust.
- The DSL will liaise with the Local Authority Designated Officer (LADO) within one working day to get advice.
- The DSL or Chair of the CAMS Music Trust should:
  - take advice from the LADO
  - Make initial enquiries only
  - Do not investigate or interview or tell the member of staff about the allegation until advice has been sought
  - Usual principles of confidentiality apply
  - Deal objectively with everything
  - Existing loyalties must be put to one side
  - Think the unthinkable, believe the unbelievable
  - Keep detailed records of actions and conversations and statements at all stages Education and Local Authority Designated Officer (LADO)
- Please note that the DSL should **not** seek to interview the child/ren or members of staff involved until advice has been sought. Doing so may compromise any police interviews that may be necessary.

6.2.2 The service will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the service and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.

6.2.3 Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly, and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.

6.9 Consideration must be given to the needs of the child and recognition that a child may make an allegation against an innocent party because they are too afraid to name the real perpetrator. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.

6.10 The service will ensure that all staff, paid and unpaid, are aware of the need for maintaining



appropriate and professional boundaries in their relationships with pupils and parents/carers as advised within the Trust's Code of Conduct. As part of the Induction process, all staff will receive guidance about how to create appropriate professional boundaries (in both the real and virtual world) with all children, especially those with a disability or who are vulnerable.

6.11 All staff on induction will be asked to sign to confirm that they have read a copy of Keeping Children Safe in Education, this Safeguarding Policy and other related documents.

6.12 The Trust will ensure that staff and volunteers are aware that sexual relationships with pupils aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of Trust).

6.13 The service will ensure that communication between pupils and adults, by whatever method, are transparent and take place within clear and explicit professional boundaries and are open to scrutiny.

## **7.0 Use of Mobile Devices and Online Safety Policy**

7.1 Staff and volunteers should not use their mobile phones to take photographs or share images of children.

7.2 Staff should not invite children to be friends on social media or accept invitations from children that they know through CAMS Music Trust events.

7.3 Email or social media contact will be made through parents/carers contact information

## **8.0 Children with Special Educational Needs**

We recognise that, statistically, children with emotional and behavioural difficulties and disabilities are most vulnerable to abuse. Service staff who deal with children with complex and multiple disabilities and/or emotional and behavioural problems should be particularly sensitive to indicators of abuse.

The Trust may have pupils with emotional and behavioural difficulties and/or challenging behaviours. The Trust will support staff to decide appropriate strategies that will reduce anxiety for the individual child and raise self-esteem as part of an overall behaviour support plan agreed with parents/carers.

The Trust has pupils who may have communication difficulties and we are aware that they are vulnerable to abuse because they are unable to express themselves to others. Instead such children will often exhibit changes in behaviours or signs and indicators of abuse recognised by staff with a good knowledge of the child.

We promote high standards of practice, including ensuring that disabled children know how to raise concerns, and have access to a range of adults with whom they can communicate.

## **9.0 Expectations of providers working in partnership with the service**

9.1 Where services or activities are provided separately by another body, either on or off service site, the Trust will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the service on these matters where appropriate.

**10.0 Security and Retention of Records**

10.1 Records of all child protection concerns and allegations against staff are kept locked in a filing cabinet at the operational address of the CAMS Music Trust.

10.2 Staff completing a log of concern should hand this to the DSL immediately or keep it safe until they are able to hand it to the DSL.

10.3 Records will be kept on personnel for 7 years after ceasing to work for the CAMS Music Trust

10.4 Logs of concern about children will also be retained for 7 years or until the child reaches the age of 18.

This policy was ratified on 14<sup>th</sup> August 2019 and will be reviewed before August 31<sup>st</sup> 2020

Signed by the Chair of the CAMS Music Trust. \_\_\_\_\_

Date \_\_\_\_\_

## Appendix A - Four categories of abuse

**Physical Abuse** - may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Neglect** - 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.

It may occur during pregnancy as a result of maternal substance misuse.

It may involve the neglect of or lack of responsiveness to a child's basic emotional needs.

It also includes parents or carers failing to:

- Provide adequate food, clothing and shelter including exclusion from home or abandonment
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision including the use of inadequate care-givers
- Ensure access to appropriate medical care or treatment

**Emotional Abuse** - Is the persistent emotional maltreatment so as to cause severe and adverse effects on a child's emotional development.

It may involve conveying to a child that they are:

- Worthless
- Unloved
- Inadequate
- Valued only insofar as they meet another person's needs

It may include:

- not giving the child opportunities to express their views
- deliberately silencing them
- 'making fun' of what they say or how they communicate

It may also feature age or developmentally inappropriate expectations being imposed on children including:

- interactions that are beyond the child's developmental capability
- overprotection and limitation of exploration and learning
- preventing participation in normal social interaction

It may involve:

- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyberbullying) causing children frequently to feel frightened or in danger

- The exploitation or corruption of children

Some level of emotional abuse is involved in all types of maltreatment although it may occur alone

**Sexual Abuse** – involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

This may involve:

- physical contact including assault by penetration (e.g. rape or oral sex)
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- non-contact activities involving:
  - children in looking at, or in the production of, sexual images,
  - children in watching sexual activities
  - or encouraging children to behave in sexually inappropriate ways
  - grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Appendix B - Useful Contacts**

Cambridgeshire Direct Contact Centre (Social Care) Tel: 0345 045 5203

Emergency Duty Team (Out of hours) Tel: 01733 234724

Police Child Abuse Investigation Unit Tel: 101 or 01480 847743

Local Authority Designated Officer (LADO) Tel: 01223 727967 Janet Farr Lyn Chesterton

Cambridgeshire Local Safeguarding Children Board – Safeguarding Inter-Agency Procedures

<http://www.cambridgeshire.gov.uk/lscb/>

## **Relevant Documents**

“Working Together to Safeguard Children” (Sep 2018)

“What to do if you’re worried a child is being abused: Advice for practitioners” (March, 2015)

“Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers” (March, 2015)

Cambridgeshire Local Safeguarding Children Board – Safeguarding Inter-Agency Procedures

[www.cambslscb.org.uk](http://www.cambslscb.org.uk)

Last reviewed: 14th August 2019

# Appendix C - Basic Procedures for All Staff and Volunteers

- **A safeguarding concern is any concern you have that *may* have an impact on the safety and/or well-being of a child.**
- **Report any concern to a Designated Officer for Child Protection**
  - All adults have a responsibility to provide a safe environment
  - Maintain an attitude of “it could happen here”
  - **Don’t think “what if I’m wrong?”, think “what if I’m right?”**
  - A small concern may be part of a big picture you are not aware of, so report it
  - The best interests of the child are the priority – not your relationship with a parent/neighbour/colleague or the child
- **Record the concern on a Log of Concern About a Child’s Welfare**
  - If possible, give the concern form to a Designated Officer (Mark Tinkler)
  - If this is not possible, telephone Mark to inform him of your concern and make arrangements to give the concern form to Mark ASAP.

## Disclosures

If a child makes a disclosure to you, remember they have decided *you* are an adult they can trust. Don’t pass the child onto another adult – they may not feel comfortable talking to someone else, which is why they chose you to talk to.

## Remember these basic points:

1. Reassure the child, make them comfortable
2. Don’t promise you won’t tell anyone – you can say, “it is okay to tell me. My job is to help keep you safe so I may have to tell others who can help you
3. Don’t ask leading questions
4. Be factual rather than making judgements
5. Try to record what the child has said verbatim rather than paraphrasing
6. Don’t promise you won’t tell anyone – you can say
7. Respect confidentiality – record the information and inform a designated officer as outlined above.

## Log of concern about a child's welfare

Name of Organisation and Address of Organisation:

CAMS Music Trust, 93 Mawson Road, Cambridge CB1 2DZ

Telephone: 01223 324030

Child's name

Child's date of birth:

Child's ethnicity:

Gender:

Today's date:

Time:

Name and role of person completing the log:

Date and time of the incident / concern:

**Description of the incident / concern:**

Signature of person completing log:

Body map completed? **YES / NO** (If YES, please attach securely)

**Please pass this form immediately to the Designated Person for Child Protection, who should complete the section overleaf.**

**To be completed by the Designated Person for Child Protection:**

Received by:

Designated Person for Child Protection

Initial action taken by the Designated Person:

.....  
.....  
.....

Has the parent/carer been informed of the concern? **YES / No**

If YES, state name of parent/carer:

.....

If YES, please state who informed the parent/carer, action taken and the outcome:

If NO, please provide the reason why not:

Date:

.....

Time:

.....

Details of any further action taken or relevant information (this may include follow-up calls, feedback from other professionals, etc. and should include details.) A separate sheet can be used, if required:



### Body map

Full name of child: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Date body map completed: \_\_\_\_\_

**Attach body map to log of concern about a child's welfare.**

right

left

left

right

