Creating Recording Systems

An effective recording system is a vital part of the school's safeguarding procedures. The list below includes the key components of the recording system. The list is not exhaustive and the school may have other forms that might contribute similar information. Example pro-formas follow over the next few pages.

Although what is described here is a paper-based system, there are a few electronic systems on the market that will meet these needs.

Concern Form, including Body Chart

Arguably, the concern form is the most important form within the record-keeping system, since it is the trigger for the actions that follow. The concern form should be easy for staff to find and complete. The concern form allows the designated safeguarding Lead(s) to assess the significance of the concern so the following information is of particular importance:

- Give the child's first name and last name
- State the day, date and time
- Clear description of the concern, include detail of the concern and the child's actual words where relevant
- Indicate who is who in report, give the role of each person and do not use initials
- Complete as soon as practicable and do not leave overnight

It must stressed that accurate reporting enables better decision making at the time of the report, but should cases go through to investigation, court or an inquest, these contemporaneous records will be extremely important.

There should be one single point of collection for concern forms, which is not the responsibility of only one person to check, since forms could be ignored if the person with sole responsibility is absent.

Referral Forms

A good stock of referral forms should be maintained, representing all agencies to which a child may be referred. Referrals to social care should be made to the local authority where the child is resident. Where schools take pupils from several areas, Designated Safeguarding Leads must have an awareness of all the referral routes.

Observation Form

After an initial concern form or during a period of monitoring, completing an observation form might be more appropriate than filling in a concern form.

School Report Template

To ensure that there is a consistency to reports given to other agencies and presented at meetings, a common format should be devised for all reports from the school. Often, social care will provide schools with a common reporting format. Where these are used, schools should ensure that they do cover all aspects of education.

Chronology Forms

It is important to be able to keep track of the activity on a case, so a chronology form can be particularly helpful. On this form, every activity can be logged and notes made as to next steps. Recording telephone calls is important, as often the right person to speak to might not be available, in which case recording the time of the call, outcome and who is ringing back can be key to the progression of a referral or case.

Cards and posters reminding staff what to do if they have concerns

An important role of the Designated Safeguarding Lead(s) is to make sure that everyone knows how to make a referral. Posters can help with this process and some schools have postcards that they give to new members of staff, supply workers and volunteers when they start.

Schools should also consider how they alert young people in the school to share concerns about themselves or other pupils.

Training Tracker

Training is an important aspect of the school's ethos of safeguarding. The Designated Safeguarding Lead (usually in conjunction with the person responsible for CPD) must keep track of which staff have received training, when and of which type (eg. basic, advanced, safer recruitment).

Child Protection Register

Children with a child protection plan must be recorded using a confidential method. Any impact of the plan should be shared with relevant people.

Single Central Record

The single central record is a key safeguarding document and must be maintained, reviewed and audited on a regular basis.

List of important contacts and telephone numbers

All required names, email addresses and telephone numbers should be kept easily to hand.

Concern Form

Please complete this form if you have any concerns about a pupil

Pupil Name			
Day/Date/Time		DoB	
Member(s) of staff noting concern			

Concern (Please describe as fully as possible)

Signature: Date:

Actions Taken			
Date	Person taking action	Action	Signature

Date Feedback Given...................... Person giving feedback ....

Please pass this form to the Designated Safeguarding Lead when completed

Some schools find it useful to print guidance
such as this on the back of each concern form

Guidance on completing concern forms

It is important that concern forms are fully completed in a timely way. The details are important. To help the safeguarding team respond appropriately, please follow the guidance below.

- Enter all the admin details, including date of birth (we are asked for this when we report a concern to Children's Services or the police)

- Include your full name (not initials)

- Make sure the concern is given in detail, preferably in the child's own words

- Don't report what other people have told you - they must write their own concern form

- Only write about one child on each concern form (use a separate form for each child)

- Remember that concern forms are used in court cases and inquests as primary documents, so they must be complete and accurate.

- Make sure you use a Concern Form to record your concern. Do not use other any other form or piece of paper. Writing on the back of other forms can cause confusion and error.

- If you jotted your notes down on a piece of paper whilst talking to the student or immediately afterwards, attach that to the completed concern form.

- If there are no Concern Forms available, please:

  o *[STATE HERE WHAT TO DO IF THERE ARE NO FORMS LEFT]*

  o Finally, contact a member of the safeguarding team

- Avoid using email to send your concern; emails are insecure, get missed, go to the wrong person and cannot be signed. Use a method that mitigates these risks.

- Completed concern forms must be *[STATE HERE WHAT TO DO WITH THE FORM]*

- Please alert the safeguarding team to concerns as soon as possible. It can take several hours to deal with even urgent concerns and the earlier we start the better.

- Finally, please sign, date and time the concern form.

Body Chart

This chart must be used together with the Concern Form
Show clearly the location of your concern and label with a number
and a brief description, eg. '1. Burn about 4cm.' On the Concern
Form refer to the injury using the same number and description.

Child's Name _____
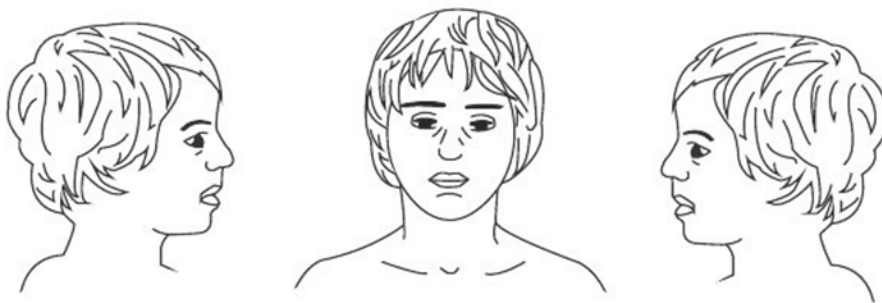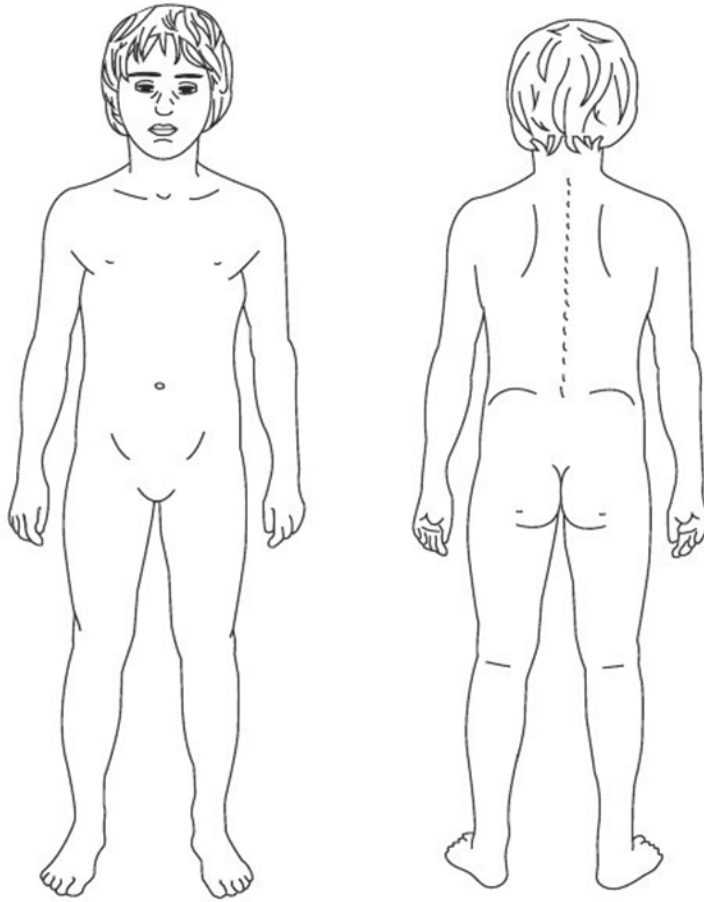
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Observations made by _____ Signed _____ Date _____

Once completed attach this body chart to the Concern Form

www.safeguardinghandbook.co.uk/bodychart

Chronology Sheet

Name_____

Date	Time	Comment	Action	Initial

www.safeguardinginschools.co.uk