



**SAFEGUARDING (CHILD PROTECTION)
POLICY AND PROCEDURE**

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A Purpose

Leeds College of Building has a statutory and moral duty to ensure that the College safeguards and promotes the welfare of children and young people receiving education and training at the College. It extends this responsibility to incorporate the needs of vulnerable adults.

The College holds as one of its highest priorities the health, safety and welfare of all children and young people involved in courses or activities which come under its responsibility. The College aims to take a preventative approach to protecting children and vulnerable adults from potential harm or damage and will ensure the maximum is done to provide a safe environment for them in the College. Appendix A highlights other policies and procedures that are in place to ensure students are safe and feel safe in College.

B Policy Statement

The main legislation dealing with child abuse and child protection is The Children's Act 1989. The act defines a child as any person under the age of 18. The act places a duty on organisations to have procedures/guidelines in place to inform staff of what action they should take if a young person discloses to them that they are being abused in any way. Each organisation must also have a designated person who has responsibility for co-ordinating and effecting these procedures. The designated person at Leeds College of Building is **Jubar Miah**.

The College recognises that while it does not have a responsibility to investigate allegations of child abuse, it does have a duty to report cases of suspected abuse and situations where a young person's safety may be at serious risk.

The following guidelines should be followed for all learners under age 18. The College recognises that young people do have the right to make decisions about their own lives, therefore it is important to apply the guidelines sensitively ensuring the needs, welfare and protection of the learner are central to any actions taken.

Leeds College of Building has a statutory and moral duty to ensure that the College functions with a view to safeguarding and promoting the welfare of children receiving education and training at the College. It extends this responsibility to incorporate the needs of vulnerable adults.

Throughout these policies and procedures, reference is made to “children and young people”. This term is used to mean “those under the age of 18”. The governing body recognise that some adults are also vulnerable to abuse, accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.

The governing body is committed to ensuring that the College:

- Provides a safe environment for children, young people and vulnerable adults to learn in;
- Identifies children, young people and vulnerable adults who are suffering, or likely to suffer, significant harm, and
- Takes appropriate action to see that such children, young people and vulnerable adults are kept safe, both at home and at the College and issues or allegations of potential abuse, which are disclosed, are reported as appropriate.

In pursuit of these aims, the governing body will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues with internal and external parties, relating to the welfare of children and young people and the promotion of a safe environment for the children and young people learning within the College.
- Aiding the identification of children, young people and vulnerable adults at risk of significant harm, and providing procedures for reporting concerns.
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff or others who come into contact with students through College activity.
- The safe recruitment of staff and volunteers.

In developing the policies and procedures, the governing body will consult with, and take account of, guidance issued by the Department of Education and other relevant bodies and groups. The procedures have been developed in cooperation with the Local Safeguarding Children’s Board (LSCB).

The College will refer concerns that a child or young person might be at risk of significant harm to the appropriate referral agencies.

The governing body has nominated Clare Harrigan as governor with special responsibility for child protection issues. She will undertake appropriate training.

The Principal and all staff working with children and young people will receive training adequate to familiarise them with child protection issues and responsibilities and the College procedures and policies, with refresher training at least every 3 years. The senior member of the College management team with special responsibility for child protection issues is **Rosaline Scanlan, Executive Director - Support Services**. She shall be assisted by other members of staff with responsibility for child protection.

The governing body will receive from the designated senior member of staff with lead responsibility for child protection an annual report which reviews how the duties have been discharged. She will also ensure that this Policy is regularly reviewed.

Definitions:

e.g. The policy recognises the following definitions with regard to the individual.

- (i) Student – the term ‘student’ for this policy covers students of the College who study at main site or at any of the outreach and community centres. The policy also covers those students who are on placement as part of their course. In addition it also covers school links students, students on placement, students visiting the College or on tasters.
- (ii) Child – in accordance with The Children Act 1989, and therefore in accordance with law, the College shall regard any young person below the age of 18 as a child. Young people aged 18 and over may in some circumstances be regarded as vulnerable and may therefore fall within the remit of the Act.
- (iii) Vulnerable Adult – may be in need of community care services by reason of mental or other disability, age or illness and who is, or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation. Vulnerability can apply to a wide range of disabilities and situations including those adults at risk owing to their caring role or family responsibilities.
- (iv) Other Vulnerable Adult – College term to cover any student displaying signs of significant stress or trauma who may be in need of support.
- (v) Staff – covers all staff, whether teaching, administrative, management or support, as well as volunteers.

Definitions Abuse / Neglect / Harm

Physical 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 a carer feigns symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.

Sexual Abuse

Sexual abuse involved 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 (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Neglect

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care for treatment. It may also include neglect, or unresponsiveness to a child's basic emotional needs.

Emotional Abuse

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. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child through it may occur alone.

Forced Marriages

Every year, at least 250 UK residents, both male and female, are forced into a marriage against their will, often by violence, coercion or emotional blackmail, and those are just the ones that we know about. Unlike arranged marriages, where the bride and groom both freely consent to the marriage even though the partner may have been chosen by their parents, forced marriages do not give the bride or groom – or in some cases, either – any choice. Forced marriage is a violation of human rights.

Risk to self and / or other including Vulnerable adults

This may include but is not exclusive to self-harm, suicidal tendencies or potential risk of harming others, which may or may not include children. This may be as a consequence of an individual experiencing a significant level of personal, emotional trauma and / or stress.

C Designated Staff with Responsibility for Protection from Abuse

Senior Staff Member with Lead Responsibility

The designated senior member of staff with lead responsibility for child protection issues is **Rosaline Scanlan, Executive Director - Support Services**.

This person is a senior member of the College management team and has a key duty to take lead responsibility for raising awareness within the staff of issues relating to the welfare of children and young people, and the promotion of a safe environment for the children, young people and vulnerable adults learning within the College.

She will have received training in child protection issues and inter-agency working, as required by the Local Safeguarding Children's Board (LSCB) and will receive refresher training at least every 2 years. She will keep up to date with developments in child protection issues.

The designated senior member of staff is responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the relevant agencies.
- Ensuring advice and support to staff on issues relating to child protection is provided.

- Ensuring a proper record of any child protection referral, complaint or concern is securely kept, (even where that concern does not lead to a referral).
- Ensuring that parents of children and young people within the College have access to the College's Safeguarding Policy.
- Liaison with Education Leeds and LSCB and other appropriate agencies.
- Liaison takes place with secondary schools which send pupils to the College to ensure that appropriate arrangements are made for the pupils.
- Liaison takes place with employers and training organisations that receive children or young people from the College on placements to ensure that appropriate safeguards are put in place.
- Ensuring that staff receive basic training in safeguarding issues and are aware of and understand the College child protection procedures.
- Ensuring safer recruitment practices are in place.

The designated senior member of staff will provide an annual report to the governing body of the College setting out how the College has discharged its duties. She is responsible for reporting deficiencies in procedure or policy identified by the LSCB (or others) to the governing body at the earliest opportunity.

Designated Staff Members

Other designated members of staff with responsibility for child protection issues are:

Jubar Miah – Child Protection Officer – 0113 222 6000 Ext 6107

Michael White – Deputy Child Protection Officer – 0113 222 6000 Ext 6154

In circumstances where individual cases involving female students, may require a sensitive approach to dignity issues, **Rosaline Scanlan, Executive Director – Support Services** will be the designated person.

The designated staff members:

- Report to the senior member of staff with lead responsibility.
- Will know how to make an appropriate referral.
- Will be available to provide advice and support to other staff on issues relating to protection from abuse.

- Have particular responsibility to be available to listen to children, young people and vulnerable adults studying at the College.
- Will deal with individual cases, including attending case conferences and review meetings as appropriate.
- Have received training in child protection issues and inter-agency working, as required by the LSCB, and will receive refresher training at least every 2 years.

Designated Governor

The designated member of the governing body with responsibility for child protection issues is Clare Harrigan.

The designated governor is responsible for liaising with the Principal and Senior Staff Member with Lead Responsibility over matters regarding child protection, including:

- Ensuring that the College has procedures and policies which are consistent with the Local Safeguarding Children's Board procedures.
- Ensuring that the governing body considers the College policy on safeguarding each year.
- Ensuring that each year the governing body is informed of how the College and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken.

The designated governor is responsible for overseeing the liaison between [agencies such as the police, social services – as defined by the LSCB] in connection with allegations against the Principal or the Senior Staff Member with Lead Responsibility. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries.

To assist in these duties, the designated governor shall receive appropriate training.

D Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

In consultation with the Local Safeguarding Children's Board the following guidelines are provided for staff to support them in situations where possible disclosures are made:

Key things to remember if a child, young person or vulnerable adult discloses about possible abuse:

Listen carefully and stay calm – listen without making assumptions or judging.

Do not interview the child or vulnerable adult but question normally and without pressure, in order to be sure that you understand what the child is telling you.

Never ask leading questions; do not put words into their mouth.

Reassure them that by telling you, they have done the right thing.

Inform the child that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter.

Never promise confidentiality – you will have to break it, and with it their trust in you.

Note the main points carefully.

Make a detailed note of the date, time, place, what the child or vulnerable adult said, did and your questions etc. (Use the Safeguarding Cause for Concern Report Form if possible – see Appendix C).

Do not investigate concerns or allegations yourself, but report them immediately to a Designated Person.

Find out what the child, young person or vulnerable adult would like to happen but make them aware that you may have to act against their wishes (e.g. they may ask you not to disclose to anyone else).

(Safeguarding information is available to all staff on the College intranet).

E Reporting and Dealing with Allegations of Abuse Against Members of Staff

The procedures apply to all staff, whether teaching, administrative, management or support, as well as to volunteers. The word “staff” is used for ease of description.

Allegations of abuse by a member of staff can be defined as when a person who works with children has:

Behaved in a way that has harmed 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 she / he is unsuitable to work with children.

1 Introduction

1.1 In rare instances, staff of education institutions have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse or abuse of vulnerable adults made against them. The College recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

1.2 The College recognises that the Children Act 1989 states that the welfare of the child is the paramount concern and also that under the Abuse of Trust Law, it is an offence for anyone employed or volunteering at the College to have a sexual relationship with anyone under the age of 18 enrolled at the College. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual’s reputation, confidence and career. Therefore, those dealing with such allegations within the College will do so with sensitivity and will act in a careful, measured way.

2 Receiving an Allegation from a Child or Vulnerable Adult about a Member of Staff

2.1 A member of staff who receives an allegation about another member of staff from a child or vulnerable adult will follow the guidelines in Part D for dealing with disclosure.

- 2.2 The allegation will be reported immediately to the Child Protection Officer or the Executive Director – Support Services. In their absence the report will go to the Human Resources Manager:
- 2.3 They will contact the Children’s and Young People’s Social Care Team to discuss referral and action.
- 2.4 The Child Protection Officer and / or the Executive Director – Support Services will take the allegation to the Principal (or designated Governor if the allegation is against the Principal, or the Deputy Principal if Principal is off site) and they will:
 - 2.4.1 Obtain written details of the allegation from the person who received it, that are signed and dated. The written details should be countersigned and dated by the Principal (or designated person).
 - 2.4.2 Information about times, dates, locations and names of potential witnesses will be recorded.

3 Initial Assessment by The Principal (or designated person)

- 3.1 The Principal (or designated person) will make an initial assessment of the allegation, consulting with the Senior Staff Member with Lead Responsibility, the Child Protection Officer, the Designated Governor and the Children’s and Young People’s Social Care Team as appropriate. Where the allegation is considered to be either a potential criminal act or indicates that the child or vulnerable adult has suffered, is suffering or is likely to suffer significant harm, the matter should be reported immediately to Social Services.
- 3.2 It is important that the Principal (or designated person) does not investigate the allegation. The initial assessment should be on the basis of the information received and is a decision whether or not the allegation warrants further investigation.
- 3.3 Other potential outcomes are:
 - 3.3.1 The allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the child or vulnerable adult. The matter will be addressed in accordance with the College disciplinary procedures and / or through professional development and mentoring.
 - 3.3.2 The allegation can be shown to be false because the facts alleged could not possibly be true, in which case the person concerned will be reassured and supported as appropriate.

4 Enquiries and Investigations

- 4.1 Child protection enquiries by Social Services or the Police are not to be confused with internal, disciplinary enquiries by the College. The College may be able to use the outcome of external agency enquiries as part of its own procedures. The child protection agencies, including the Police, have no power to direct the College to act in a particular way, however, the College will assist the agencies with their enquiries.
- 4.2 The College will hold in abeyance its own internal enquiries while the formal Police or Social Services investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries will conform with the existing staff disciplinary procedures.
- 4.3 If there is an investigation by an external agency, for example the Police, the Principal (or designated person) will normally be involved in, and contribute to, the inter-agency strategy discussions.

The Principal (or designated person) is responsible for ensuring that the College gives every assistance with the agency's enquiries. They will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made.

The Principal (or designated person) shall advise the member of staff that he / she may consult with a representative, for example, a trade union.

- 4.4 Following discussion with the Children's Services Team, the Police or other investigating agency, the Principal (or designated person) shall:
- 4.4.1 Ensure that the child/children, vulnerable adult or parent/carer making the allegation that the investigation is taking place and what the likely process will involve.
 - 4.4.2 ensure that the parents/carers of the child making the allegation have been informed that the allegation has been made and what the likely process will involve.
 - 4.4.3 inform the member of staff against whom the allegation was made of the fact that the allegation has been made. Where an investigation is taking place, they will be informed of what the likely process will involve and what support may be available.
 - 4.4.4 inform the Chair of Governors and / or the designated governor of the allegation and the investigation.

4.5 The Principal (or designated person) will keep a written record of the action taken in connection with the allegation.

5 Suspension of Staff

5.1 Suspension will not be automatic. In respect of staff other than senior post holders, suspension can only be carried out by the Principal or a senior postholder. In respect of senior post holders, suspension can only be carried out by the Chair of Governors (or in his / her absence, the deputy chair).

5.2 Suspension may be considered at any stage of the investigation. It is a neutral, not a disciplinary act and shall be on full pay. Consideration will be given to alternatives: e.g. paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.

5.3 Suspension will only occur for a good reason. For example:

5.3.1 where a child or vulnerable adult is at risk.

5.3.2 where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct.

5.3.3 where necessary for the good and efficient conduct of the investigation.

5.4 If suspension is being considered, the member of staff should be encouraged to seek advice, for example from a Trade Union.

5.5 Prior to making the decision to suspend, the Principal or another senior postholder (or Chair or Deputy Chair of Governors) will interview the member of staff. This will occur with the approval of the appropriate agency from the LSCB. In particular, if the Police are engaged in an investigation the officer in charge of the case should be consulted.

5.6 The member of staff will be advised to seek the advice and/or assistance of his/her Trade Union and will be informed that they have the right to be accompanied by a recognised trade union or a work colleague. The member of staff will be informed that an allegation has been made and that consideration is being given to suspension. It will be made clear that the interview is not a formal disciplinary hearing, but solely for raising a serious matter which may lead to suspension and further investigation.

- 5.7 During the interview, the member of staff will be given as much information as possible, in particular the reasons for any proposed suspension, provided that doing so would not interfere with the investigation into the allegation. The interview is not intended to establish the member of staff's innocence or guilt, but give the opportunity for the member of staff to make representations about possible suspension. The member of staff will be given the opportunity to consider any information given to him/her at the meeting and prepare a response, although that adjournment may be brief.
- 5.8 If the Principal (or Chair or Vice Chair of Governors) considers that suspension is necessary, the member of staff shall be informed that he/she is suspended from duty. Written confirmation of the suspension, with reasons, shall be despatched as soon as possible and ideally within one working day.
- 5.9 Where a member of staff is suspended, the Principal (or Chair or Vice Chair of Governors) should address the following issues:
- 5.9.1 the Chair of Governors will be informed of the suspension in writing.
 - 5.9.2 the Governing Body will receive a report that a member of staff has been suspended pending investigation, the detail given to the Governing Body will be minimal
 - 5.9.3 where the Principal has been suspended, the Chair or Vice Chair of Governors will need to take action to address the management of the College
 - 5.9.4 the parents / carers of the child or adult making the allegation should be informed of the suspension. They will be asked to treat the information as confidential. Consideration will be given to informing the child making the allegation of the suspension
 - 5.9.5 senior staff who need to know of the reason for the suspension will be informed
 - 5.9.6 depending on the nature of the allegation, the Principal will consider with the Chair of Governors whether a statement to the students of the College and/or parents/carers will be made, taking due regard of the need to avoid unwelcome publicity

- 5.10 The Principal shall consider carefully and review the decisions as to who is informed of the suspension and investigation. The LSCB and external investigating authorities will be consulted.
- 5.11 The suspended member of staff will be given appropriate support during the period of suspension. He / she will also be provided with information on progress and developments in the case at regular intervals with approval of the Children's Services Team and the Police.
- 5.12 The suspension will remain under review in accordance with the College disciplinary procedures.

6 The Disciplinary Investigation

- 6.1 The disciplinary investigation will be conducted in accordance with the existing staff disciplinary procedures.
- 6.2 The member of staff will be informed of:
- 6.2.1 The College's awareness of the personal impact the allegation may have and any support the College is able to offer e.g. counselling.
 - 6.2.2 the disciplinary charge against him/her.
 - 6.2.3 his / her entitlement to be accompanied or represented by a recognised Trade Union representative or a work colleague.
- 6.3 Where the member of staff has been suspended and no disciplinary action is to be taken, the suspension should be lifted immediately and arrangements made for the member of staff to return to work. It may be appropriate to offer counselling.
- 6.4 The child or children or vulnerable adult making the allegation and / or their parents will be informed of the outcome of the investigation and proceedings. This should occur prior to the return to College of the member of staff (if suspended).
- 6.5 The Principal (or designated person) should give consideration to what information should be made available to the general population of the College.

7 Allegations without Foundation

- 7.1 False allegations may be indicative of problems of abuse elsewhere. A record will be kept and consideration given to a referral to the LSCB in order that other agencies may act upon the information.

- 7.2 In consultation with the designated senior member of staff and / or the designated Governor, the Principal shall:
- 7.2.1 inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or child protection action will be taken. Consideration should be given to offering counselling / support.
 - 7.2.2 inform the parents/carers of the alleged victim that the allegation has been made and of the outcome.
 - 7.2.3 where the allegation was made by a child or vulnerable adult other than the alleged victim, consideration to be given to informing the parents / carers of that child or vulnerable adult.
 - 7.2.4 prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.

8 Records

- 8.1 Documents relating to an investigation will be retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details retained on the member of staff's confidential personnel file. The record should be retained until the person has reached retirement age or for a period of 10 years from the allegation if that is for longer.
- 8.2 If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she should be informed about the College's statutory duty to inform the Independent Safeguarding Authority (ISA) and where appropriate the Institute for Learning (IFL).

9 Resignation and Compromise Agreements

- 9.1 If a member of staff resigns, this will not prevent an allegation being followed up in accordance with these procedures. It is important to reach and record a conclusion to the process wherever possible.
- 9.2 Compromise agreements must not be used where allegations have been raised under this Policy.

10 Monitoring Effectiveness

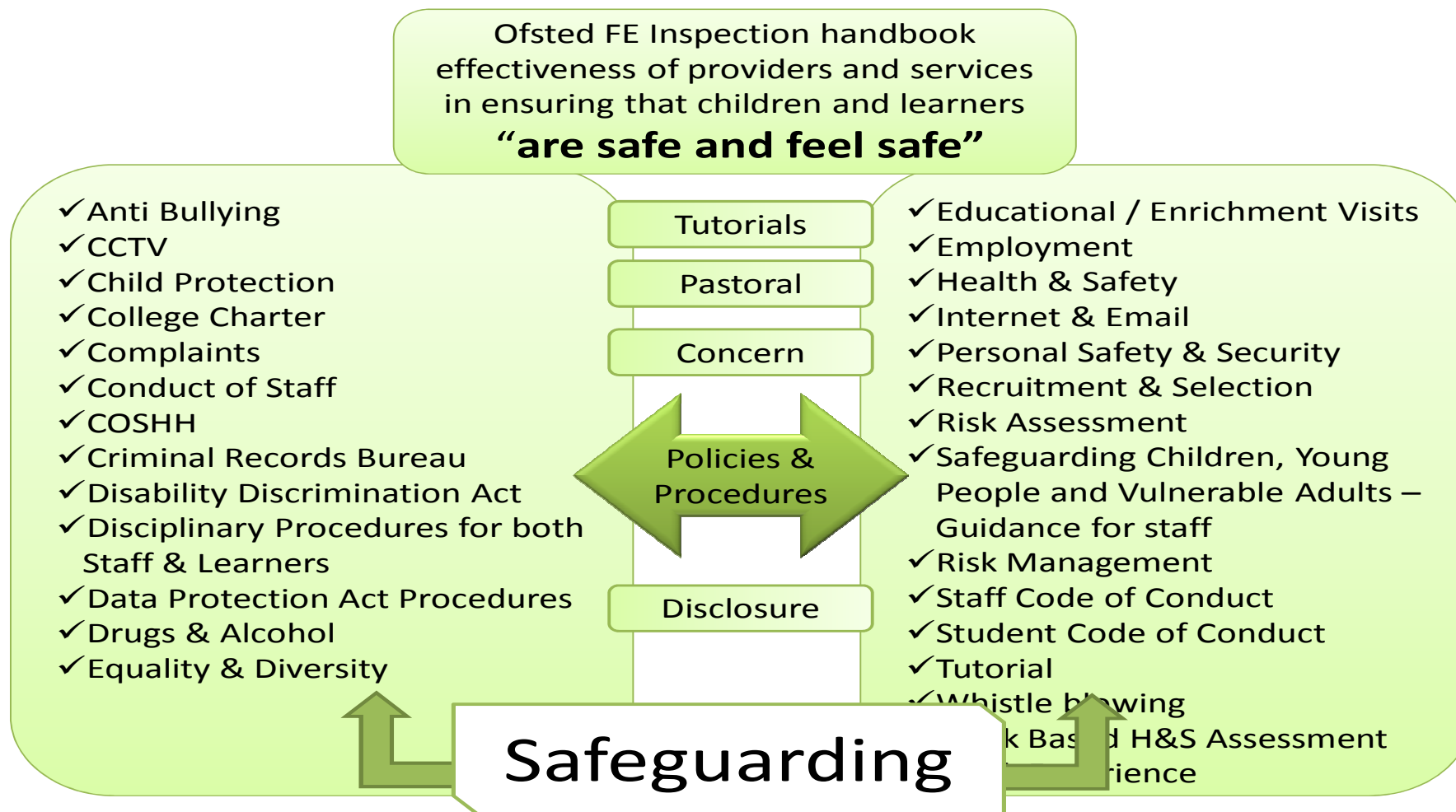
- 10.1 Where an allegation has been made against a member of staff, the nominated Governor, together with the senior staff member with lead responsibility will, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the College's procedures and/or policies and/or which should be drawn to the attention of the LSCB. Consideration should also be given to the training needs of staff.

F Recruitment and Selection Procedures

The College has recruitment and selection procedures which have been reviewed in order to ensure that staff are safe to work with students:

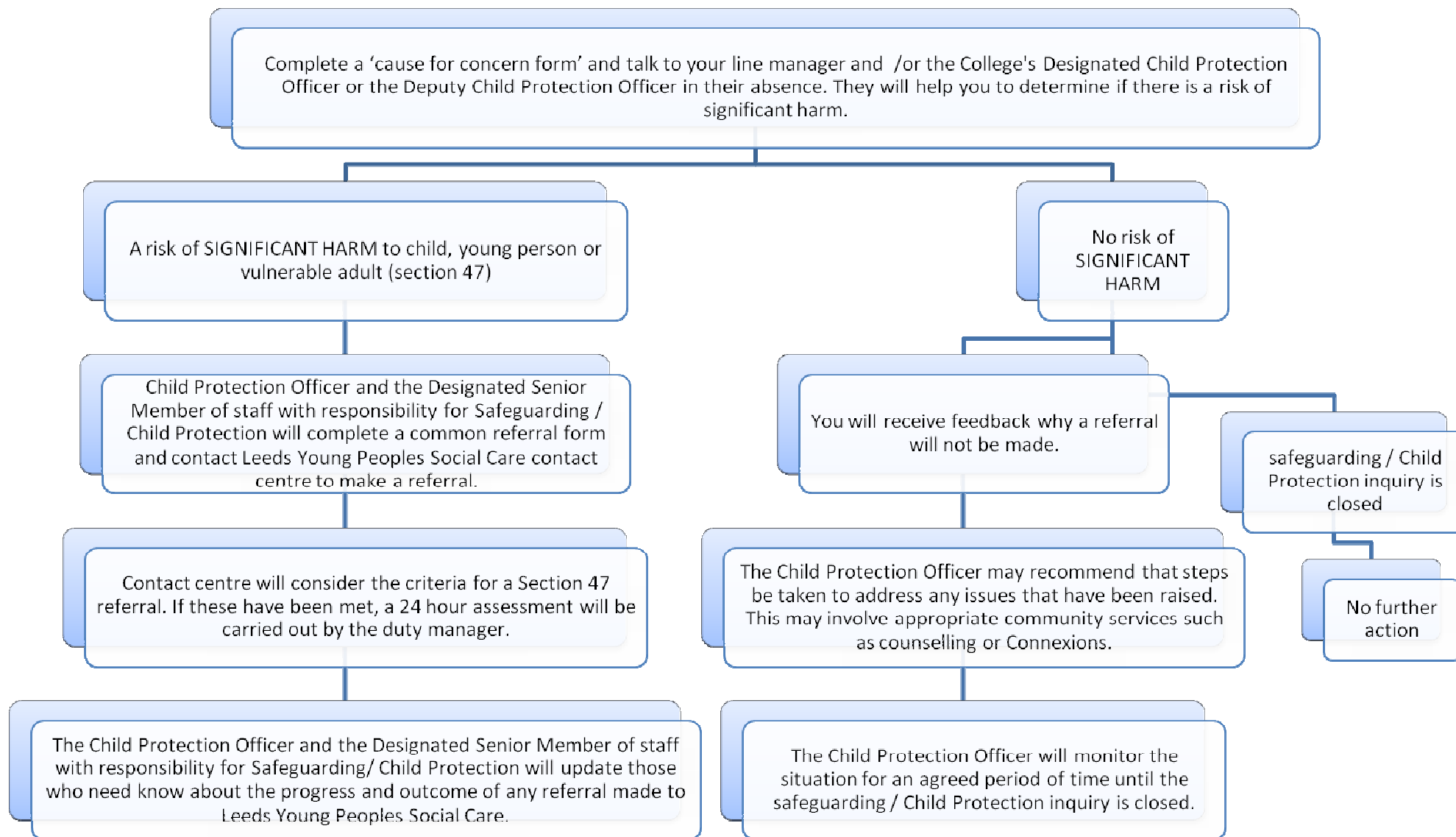
- Recruitment and Selection Procedures will apply to staff and volunteers who may work with children.
- The post or role will be clearly defined.
- The key selection criteria for the post or role are identified.
- Vacancies are normally advertised widely in order to ensure a diversity of applicants.
- Recruitment documentation i.e. Adverts, Personnel Specification, interview letters refer to the College's commitment to Safeguarding.
- Evidence of identity is verified and permission to work in the UK is checked.
- Documentary evidence of academic/vocational qualifications is required.
- Professional and character references are obtained.
- Registration with the ISA is checked.
- Previous employment history is verified.
- Criminal Records Bureau disclosure / barred lists are checked and sought before appointment and sample checks undertaken on an annual basis.
- A variety of selection techniques (e.g. qualifications, previous experience, interview, reference checks) are used.
- The interview process will include a question relating to safeguarding.

This Policy and Procedure must be read in conjunction with the document 'Safeguarding Children, Young People and Vulnerable Adults – Guidance for Staff'.



Leeds College of Building procedure for referring a child, young person or vulnerable adult who you may have concerns about. These procedures have been developed to align with Children Leeds – ‘The Referral pathways flowchart’

Appendix B



Strictly Private and Confidential
SAFEGUARDING

CAUSE FOR CONCERN FORM

Section 1: To be completed by person raising a concern.

Please note that the details of the disclosure **MUST** be passed to the Designated Child Protection Officer [**Jubar Miah**] or to the Deputy Child Protection Officer [**Michael White**] in their absence. You must not deal with this yourself.

Name of child/ young person:					Class/ Tutor Group:	
Date of Birth:		Gender	M <input type="checkbox"/>	F <input type="checkbox"/>	Age on date of referral:	
Name of member of staff completing this form						
Day:	Date:	Time:		Place:		

(Of observed behaviour/ discussion/ disclosure)

Please indicate the nature or areas(s) of child protection or safeguarding you are concerned about.

Physical abuse <input type="checkbox"/>	Neglect <input type="checkbox"/>	Sexual abuse <input type="checkbox"/>	Emotional abuse <input type="checkbox"/>
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Nature of incident/ concern including relevant background – (Please do not interpret what is seen or heard; simply record the facts. Record child / young person's word verbatim – if appropriate)

Section 2: for Designated Staff Member use (please tick relevant items).

Action Taken	By whom	Outcome
Discussed with child / young person		
Monitoring sheet		
Checked student file		
Contacted parents		
Refer to Social Services		
Other (Please specify)		