

**LEARNING FOR OURSELVES, RESPECT, WE
CAN**



RECORDING POLICY FOR SCHOOLS

**TO BE READ ALONGSIDE OUR CHILD PROTECTION
POLICY**

Reviewer: Diane South and Staff

Reviewed: September 2022

Reviewed and approved by Full Governors: 21.09.22

Next update: September 2023

- 1.1 This policy has been developed in accordance with the principles established by the Children Act 1989; the Education Act 2002, the Limitations Act 1980 and in line with government publications:
- “Working Together to Safeguard Children” 2010,
 - “Framework for the Assessment of Children in Need and their Families” 2000,
 - “What to do if You are Worried a Child is Being Abused” 2006,
 - DfES guidance “Safeguarding Children & Safer Recruiting in Education” and the
 - Sussex Child Protection & Safeguarding Procedures (Produced by West Sussex, East Sussex, and Brighton & Hove Local Safeguarding Children Boards).
- 1.2 Lyndhurst Infant School Governing body takes seriously its responsibility under section 175¹ of the Education Act 2002 to safeguard and promote the welfare of pupils; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- 1.3 We recognise that all adults, including temporary staff², volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child’s welfare is our paramount concern.
- 1.4 All staff members believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.5 This Policy should be read in conjunction with our School’s Child Protection Policy and WSCC’s Recording Guidance for Learning Settings.**
- 1.6 The aims of this Policy are:
- To support the aims of the School’s Child Protection Policy by promoting best practice in the recording of information or concerns.
 - To promote consistency in recording within our School.
 - To aid the Designated Person for Child Protection in their role, in particular in keeping written records of concerns about a child even if there is no need to make an immediate referral.

² Wherever the word “staff” is used, it covers ALL staff on site, including ancillary and supply staff, and volunteers working with children

2 PROCEDURES

- 2.1 Our School's Recording Procedures will be in line with both the School's Child Protection Policy and West Sussex LSCB Child Protection and Safeguarding Procedures.
- All members of staff are provided with Child Protection Training every three years.
 - All members of staff, volunteers, and governors know:
 - The signs and symptoms of concern.
 - How to respond to a pupil who discloses abuse.
 - What to do if they are concerned about a child.
 - All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the School's Child Protection Policy and reference to it in our Introductory School Pack.
 - All staff members are made aware that concerns must be reported to the Designated Member of Staff for Child Protection and a written record kept.
- 2.2 Our Procedures will be regularly reviewed and up-dated as required.
- 2.3 All new members of staff at Lyndhurst will be given a copy of our Recording Policy and the WS Recording Guidance for Learning Settings.

3 RESPONSIBILITIES

- 3.1 Each staff member at Lyndhurst is responsible for acting on information and concerns by reporting these to the Designated Member of Staff and completing a written record. (Di South/Sarah Davy/Jo Halley/Nicky Rix)
- 3.2 With regard to record keeping, the Designated Member of Staff is responsible for:
- Referring a child if there are concerns about possible abuse, to the Integrated Front Door, and acting as a focal point for staff to discuss concerns. A written record of the referral will be sent to the Assessment Team within 24 hours or one working day of the referral and a copy kept on the child's child protection file.
 - Keeping written records of concerns about a child even if there is no need to make an immediate referral.
 - Running records are kept in each class so that notes can be kept immediately.

- From September 2022 teachers will use Bromcom safeguarding or red concern files to record any concerns or issues.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records. These records may include other information such as drawings or Body Maps.
- Ensuring that an indication of further record-keeping is marked on the pupil records and/or kept on a list.
- Ensuring that either they or the class teacher attends Child Protection Conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report (written or verbal) which is shared with the parents via the conference.
- Ensuring that copies of the notes of Child Protection Conferences, Decision Documents, Child Protection Plans, notes of Core Groups and other multi-agency meetings are kept on the child's Child Protection File.
- Liaising with the 'Lead Social Worker' for the child to ensure that copies of notes of meetings are received.

4 CONFIDENTIALITY

- 4.1 We recognise that all matters relating to child protection are confidential.
- 4.2 Any Child Protection File will be kept confidential and in a secure place, separate from the pupil record.
- 4.3 The Headteacher or Designated Member of Staff for Child Protection will disclose any information about a pupil to other members of staff on a need to know basis only.³

5 SUPPORTING STAFF

- 5.1 We recognise that staff working in the School who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 5.2 We will support such staff by providing an opportunity to talk through their anxieties with the DMS and to seek further support as appropriate.
- 5.3 Supervision will be offered to all EYFS staff and to all staff involved in any Child Protection issues.

³Guidance on information sharing can be found in the Sussex CP & Safeguarding Procedures, S2