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**Shawlands Primary School**

**Policy**

**Cause for Concern (Relating to Safeguarding) Policy**

**REVIEWED EVERY YEAR**

**(SUMMER 2019)**

**Updated: Summer 2018**

**Cause for Concern Procedures**

A ‘cause for concern’ can arise from any action, observation or discussion that makes a school stakeholder feel anxious or worried about the well-being or safety of a child. This could be a change in behaviour, attitude or responsiveness to school routines. Concerns may include physical or emotional harm from in or outside of school. Concerns may also include self-harm incidents or e-safety concerns around online content and/or cyber-bullying.

All concerns must be recorded immediately and in writing using the online reporting system CPOMs, or on the cause for concern record sheet. A cause for concern can be made by any member of staff (or visitor) and the record sheet must be filled-in by the person with the concern, with support of a senior member of staff if necessary. The CPOMs report or paper form must be completed with markings and comments made on the reverse of the sheet in the case of physical concerns. The form must be taken immediately to the Designated Safeguarding Leads (Headteacher/Welfare ,Leader or AHT in their absence).

The designated lead will decide on the appropriate actions, and where necessary complete a CPOMS incident record, which may be used as evidence to build a picture of a child’s circumstances even if the concern is proven to be false or partially inaccurate.

CPOMs records will be updated as appropriate (perhaps with further concerns or communication records between staff or external professionals) and discussed on a half-termly basis with lead safeguarding Governors and appropriate staff. The child(ren) will be closely monitored by all staff at all times. Pupils in need of monitoring will be highlighted at the weekly staff briefing.

**The Designated Lead Team will meet on a half-termly basis** to discuss and monitor all safeguarding cases. This provides the team with an opportunity to:

* Monitor that agreed actions have taken place
* Moderate decisions and how appropriate they are for the circumstances disclosed
* Evaluate the impact of these actions
* Agree next steps
* Quality assure written records

All safeguarding files will be stored in locked files in the welfare office. They are only accessible to the designated safeguarding leads, Assistant Heads and the welfare team members within school.

This policy is available at:

<http://www.shawlandsprimaryschool.co.uk/policies>

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