

08. Monitoring and Recording

Monitoring and Recording

It is important that all staff are engaged in Active Monitoring and are clear about the needs for written records in Safeguarding and promoting the Welfare of Children. Monitoring can help to identify abuse, even when none has been alleged or suspected.

Active monitoring:

- A collective eye on a child's safety
- Consideration of what is happening to the family
- Attendance
- Appearance
- Mood and behaviour
- Relationship with peers
- Relationship with staff
- Health
- Play
- Writing or drawing
- Signs of further abuse

The School has agreed to inform the LEA if, for any pupil, unauthorised absences exceed 5% of their total attendance for the year.

The School will also inform the relevant LEA and/or Children's Social Care (CSC), as appropriate, immediately if:

- A single absence raises child protection concerns (see the Missing Pupil Policy and the Safeguarding and Child Protection Policy);
- A pupil has four and a half days of unauthorised absence in any six week period (other than for reasons of sickness or leave of absence);
- A pupil of compulsory school age is to be deleted from the school register when the next school is not known. In this last case, the School is required to report the circumstances, as soon as possible after the grounds for deletion are met, to the LEA in which the pupil lives and in any event before the pupil's name is deleted from the register.
- A pupil leaves the School at a 'non-standard transition point.'

Further information on attendance may be found in the School's Attendance Policy to m

All staff have a statutory duty to pass on any Child Protection concerns and to follow these School (and local LSCB) procedures (Education Act 2002 & Children Act 2004):

- Be alert to signs of abuse.
- Take immediate action in the child's best interest by reporting any evidence of abuse or non-accidental injury to the DSL.
- Know the role of the DSL and School procedures.
- Enquire about the progress of individual cases in which they are/have been involved.
- Thereafter accept their restricted role as the case becomes the province of other agencies.
- Record accurately in writing information that may be required in Child Protection procedures. This note should record the time, date, place and people who were present as well as what was said. All evidence, for example scribbled notes, mobile phones with text messages, clothing and computers must be safeguarded and preserved. Also, make a note of what happened next.

Summary of Disclosure

- No member of staff may keep a disclosure by a child confidential. The special position of the School Chaplain is recognised but there is a statutory responsibility on all staff to report any allegations immediately, and this includes the School Chaplain.
- Alleged victims or perpetrators should not be interviewed by school staff to elicit further information. A detailed written record, which must be signed and dated, must be made by staff, of any allegation, however unpalatable, and presented to the Designated Safeguarding Lead, Alternative Designated Safeguarding Lead, or the Headmaster immediately. The form for this can be found in the Staff Handbook, Part 6, Appendix 1.