

### **Safeguarding - Recording and Monitoring Procedures**

This policy forms part of the safeguarding procedures. It is implemented throughout the company, monitored by the SMT and reviewed annually, or when statutory guidance changes.

Well kept records are essential to good child protection practice. Ashbridge Independent School and Nursery understands the need to record any allegations or concerns held about a child or children within our school and nursery. The status of such records, and when these records should be passed over to other agencies is clear and in accordance with The Education (Pupil Information) (England) Regulations 2005.

Pastoral issues are recorded in the pupil's file, along with enrolment details and information gathered from parents on entry to school or nursery. These records are held centrally and are accessible only for purposes of teaching and care.

Records relating to children's progress and development such as learning journeys, tracking records and assessment results are held by key persons and teachers. Some of these records are held electronically using secure systems such as 2Simple.

Records relating to the administering of medication are completed by the member of staff who has given the medication and countersigned by another member of staff present at the time. Prior to administration of medication of any kind, either prescription, or non-prescription, parental permission is sought in writing. Prescription medication is not administered unless it has been prescribed by a doctor, dentist, nurse, pharmacist or other relevant qualified medical professional. Parents are required to sign medication forms to acknowledge administration that day when collecting their child. (See Medication, Sickness and Accidents policy)

Accident forms are completed for all accidents whilst children are in our care. These records are signed by two members of staff and by parents on collecting their child. Accident records are monitored by the Nursery Management Team in nursery and Communication and Compliance Officer, Charlotte Bingham Brindle, in school. Accidents are reported to RIDDOR when they meet the reportable criteria. (See First Aid and Medication, Sickness and Accident Policies)

We also record information that relates to children's health and wellbeing.

**Notified on arrival forms** are completed on arrival into nursery or school when a parent informs us of any issue relating to their children which we need to be aware of eg accidents at home, changes to information held relating to family circumstances etc. In school, older children may notify us of an injury in the absence of a parent. In these cases it is noted that the notification has been given by the child.

**Observation forms** are completed by a member of staff to record any information of concern for which no notification has been received eg unexplained marks, changes in or instances of concerning behaviour etc.

- Where appropriate these forms are shared with parents on the same day and comments or information regarding the observation are recorded.
- Both notified on arrival and observation include body maps.
- These records are signed by parents and monitored by DSLs who also countersign, on the date the form is completed.
- They are then logged in date order and stored electronically securely with access protocols, either under a general log or a monitoring log if there are concerns.
- On countersigning these observation and notified on arrival records at the end of each day, the DSL makes a judgement as to whether issues need to be monitored or brought forward for further action in line with child protection procedures.
- If a decision is made to monitor an issue then this is logged separately and reviewed each month by DSLs at their regular meetings, or more regularly if required.
- If immediate action is necessary, then child protection procedures would be followed, for example:
  - Children's Social Care and LADO contacted for advice.
  - Parent consent is sought and a subsequent referral is made to Children's Social Care.
  - Parent consent is not sought if:
    - doing so would put a child at risk of further harm
    - there is suspected sexual abuse
    - there is suspected fabricated induced illness
    - there is suspected Female Genital Mutilation

Following a referral a Child Protection file would be opened and securely stored. The DSLs ensure all documentation and notes are kept in a separate locked filing cabinet. These are totally separate from any other school files and only DSLs have access. Records not passed over to other agencies will be archived until a pupil is 25 years old, or 45 years old for a looked after child, securely, ensuring confidentiality.

#### Record keeping concerning allegations made against staff

If an allegation is made against a member of staff, action will be taken in line with the procedures set out in the Safeguarding Policy and Procedures. Records will be kept as detailed below:

- In all cases of allegations against staff the DSL will keep an accurate written record in line with local procedures. This record will be held securely and only accessible to relevant members of the SMT, unless it is requested by the Police or other relevant outside agency.
- This record will be used to provide clarification in the case of future DBS check investigations and will be kept until the accused reaches retirement age, or for 10 years if that is longer.
- Any allegations against staff which have been found to be malicious or untrue will be removed from personnel records within one week and will not be referred to in references.
- If a member of staff is dismissed or no longer engaged by the school and nursery and the DBS criteria is met, this will be reported promptly to DBS, DfE and OFSTED Early Years. In the case of a teacher being dismissed or one who would have been dismissed if they had not resigned, the NCTL will be informed where required.

