



# Safeguarding Newsletter – April 22

## Remind of current procedures

- We record safeguarding concerns on myconcern -> [Login | MyConcern](#)
- This becomes a chronological report of concerns, events, conversations, interventions, and actions that take place regarding any safeguarding matters.
- The Log of Concern is in two parts -the first part can be completed by any member of staff and the second part must be completed and actioned by the designated safeguarding lead Derek Tuck (or Deputy Safeguarding Leads Gail Brindley/ Yvonne Edwards or Senior Leaders Claire Dryhurst/ Tom Silk/ Jayne Gazey-French.)
- My concern example:

**Report a Concern**

Name(s) of Pupil(s)  
Please enter at least 3 characters to search

Please add the Pupil(s) who are the subject of this concern and add any other Pupil(s) you want associated to it.

Concern Summary  
e.g. Injury – Megan arrived at School this morning with a badly bruised right eye

Concern Date/Time  
DD/MM/YYYY HH:mm

Details of Concern  
There is no need to repeat the Concern Summary.

Location of Incident  
Not Applicable

Is this Concern Urgent?

Action Taken

Attachment  
Select File

Please attach any media that is relevant to this concern.

Submit Concern

Date of concern. Concerns need to be uploaded promptly. If you are unable to log please speak to DSL immediately.

Spoke to Derek etc. Photocopied note

Type name of student

Brief overview of concern. Remember we are not medically trained therefore we cannot use words such as bruise.

Detail the concern clearly. Write as much **factual information** e.g. he/she said, use their words including swear, list any witnesses. Remember no medical diagnosing e.g. bruise. Instead use words such as yellow brown mark on wrist 2 cm long.

Urgent cases are those where pupils are in immediate danger. DSL to be informed immediately. **DO NOT DELAY**



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- Where at all possible/appropriate, parents/carers should be aware of staff concerns and these should have been discussed with the parent/carer and their comments noted. This will be completed by DSL or another member of staff on the advice of DSL.
- Written records of concerns should always contain factual and accurate information that parents/carers would not easily dispute. Remember we are not to guess what medical injuries may have occurred or hypothesise a situation. For example we do not say a bruise instead use descriptions such as a yellow, brown mark on the left wrist approximately 2cm long. Remember that in many cases this information could be used as evidence, presented in meetings with parents and other professionals and possibly even in court.
- When completing a Log of Concern, ensure that it is written clearly and could be easily understood by someone else reading it in the future.
- **All staff are responsible for safeguarding.** Derek Tuck is our DSL, who has overall responsibility for Safeguarding.
- Staff have a responsibility to inform DSL / DDSL's that they have logged a Concern.
- Concerns should always be logged electronically (on My Concern) however any written records of this nature should be kept in a safe and secure place until handed to the DSL.

## After a concern is logged

- The DSL / DSL team follow up any concerns and complete any action required.
- The safeguarding team meet weekly to discuss cases and review practice/procedures.
- The pastoral team meets weekly to discuss cases and review any interventions.
- Weekly Middle leader's meetings take place to discuss concerns around pupils and this information is cascaded to the wider teaching team
- If you feel a concern is not taken seriously or would like to make a complaint, please follow the whistle blowing policy. Any concerns should be raised with Headteacher or Deputy in Headteachers absence or the Chair of Governors.

## Report a concern – Staffordshire safeguarding

Phone: [0300 111 8007](tel:03001118007) and select option 1.

Ideally, we would want to receive all enquiries by telephone so that we can gather all necessary information in a timely manner and make sure that parental agreement has been obtained from those with parental responsibility unless this places an adult or child at risk of harm. If you cannot reach us by phone, please [make your enquiry online](#).

**Outside of the hours** please contact the Emergency Duty Team by phoning [0345 604 2886](tel:03456042886).

**For further information please speak to Derek**