

Policy when recording concerns over a child's safety or

“Providers must be alert to any issues for concern in the child's life at home or elsewhere”

The Designated Safeguarding Lead will:

- maintain records and obtain and share information with parents and carers, other professionals working with the child, the police, social services and OFSTED to ensure that the needs of the child are met.
- ensure these records are detailed and accurate. They should be kept separately from other records and marked “confidential”. They should be stored in a secure cabinet and accessed only by appropriate senior staff members. These records are exempt from examination by parents, unless subject to a court order.
- Make appropriate arrangements for secure transfer of these records if a child transfers to another setting or school. The records will be given to a named person at the receiving establishment under separate cover from the academic records and marked “confidential, to be opened by addressee only”.
- Ensure that all staff are aware of the procedure for maintaining confidential information and the need to protect the privacy of the children in their care.

Records of any child protection file must be stored securely and kept until the child reaches 25 years of age and child protection records must be kept for 35 years after the child leave school.

Procedure for making a referral:

A written detailed record should be kept of:

- Discussions with child
- Discussions with parents
- Discussions with staff
- Information provided to MASH
- Advice given and decisions taken – times and dates must be recorded and paperwork signed

The referrer should confirm verbal and telephone referrals in writing within 48 hours, using the interagency referral form.

