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*APPENDIX 3: Incident Forms, Body Chart and Prompts*



Charity 1101723

**JTPTRUST SAFEGUARDING POLICY STATEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Name and role of person completing form** |  |
| **Time:** |  | **Date and time read by DSL / Deputy DSL** |  |
| **Name of pupil:** |  | **DOB:** |  |
| **Location (if applicable)** |  |
| **What have I seen/heard/noticed which concerns me?** |
| **What am I worried about?****Is this concern linked to any previous concerns I have reported?** |
| **Action I have taken** |

**JTPTRUST SAFEGUARDING POLICY STATEMENT**

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| --- |
| **To be completed by a member of the safeguarding team** |
| *Include reference here to other members of the safeguarding team you may have discussed the case with***Discussion of next steps agreed with:****Record of discussion with another professional, external to the school (giving full name/ role and agency)** |
| **Detail of decision / action agreed by DSL or deputy:****Has the local authority threshold guidance been referred to at this point? Yes / No Has the person who reported the initial concern been provided with feedback? Yes / No** |
| **Reason(s) for this decision or action by DSL or deputy:***Does the pupil need to be monitored? Yes/No If yes, when will the case be reviewed?**Is Early Help support appropriate? Yes / No Reason for decision**Is a referral to children’s social care required? Yes/No**Does the school have evidence that the threshold for significant harm has been met? (child protection) Yes/No**Reason for decision* |
| **Tick to confirm added to pupil’s chronology and copy placed on file** |  |

**JTPTRUST SAFEGUARDING POLICY STATEMENT**

FIRST NAME: SURNAME:



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This form is intended to be used, alongside the concern/incident form, to support staff with the recording of safeguarding and child protection concerns/incidents.

### Have you remembered to include:

* 1. **What is it that you have seen/heard/noticed which concerns you?** Remember if you have noticed a mark on the pupil, it is really important to complete an attached body map, giving an indication of the shape, size and location of the mark.
	2. **Clear and factual information about what you have seen/heard/noticed?** If you have included your opinion in your report, have you made it clear that this is your opinion?

### Full names of those involved and where possible, reference to staff roles?

* 1. **Why what you have seen/heard/noticed concerns you?** What are worried will happen if this concern/incident is not responded to?

### Any actions you have already taken?

**Whether you have spoken to parents/carers about the concern/incident?** Remember, you may need to seek advice from a member of the safeguarding team if you are unsure about whether speaking to the parent may increase the risk to the pupil. If the parent is the alleged perpetrator you must always seek advice from the safeguarding team before.

**JTPTRUST SAFEGUARDING POLICY STATEMENT**

Further information about responding effectively to bullying is available: protecting children from bullying and cyberbullying **learning.nspcc.org.uk/child-abuse-and-neglect/bullying**

Recognising and responding to abuse **learning.nspcc.org.uk/child-abuse-and- neglect/recognising-and-responding-to-abuse**

* Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures including:

Child protection/safeguarding policy statement Code of Behaviour