Welfare Incident / Concern form
'The Green Form'
Primary Sports Giants

SAFEGUARDING INCIDENT / CONCERN FORM - Please complete and give to our Designated Safeguarding Leads (Tom / Ellen / Kelly)

Participant name:	**Date of birth /Year Group/Class:**
Name & position of person completing form (please print)	
Date of incident/concern: **(DD MM YY)**	
Incident / concern (who what where when)*	
Any other relevant information (witnesses, immediate action taken)*	
Signature: (name of member of staff) **Role:**	**Date form completed (DD MM YY):**
Action taken (including reasons for decisions) and Outcomes* **(NB – this section is only to be completed by Designated Safeguarding Lead)**	
Signature of DSL	**Date (DD MM YY)**
Signature of Lead DSL (if appropriate)	**Date (DD MM YY)**

*Continue on a separate sheet if necessary

Safeguarding and Recording Frequently Asked Questions

Why is recording important?

We have a statutory duty to promote the well-being and safety of every child who attends our school. This is a whole school/setting task. Since members of staff have differing roles we observe children in a range of settings and activities throughout the day. Participants may show or tell us that something is wrong in a variety of ways. We all have an important role to play in helping to identify welfare concerns for children and possible indicators of abuse or neglect at an early stage. For some children a “one off” serious incident or concern will come to your attention and you will have no doubt that this you must immediately record and report this. Most often however it is the accumulation of a number of small incidents, events or observations – “the jigsaw” - that provide the evidence that a child is being harmed. It is vital therefore that any concern you have for a child’s welfare *however small* is recorded and passed to the Designated Safeguarding Lead (DSL).

What is a “welfare concern”?

As a general rule anything that you consider unusual or out of the ordinary for the child constitutes a concern. Mostly these will arise in one or more of the following areas:

- The child’s behaviour changes or a particular behaviour is observed
- The child has a physical injury
- The child tells you something has happened to them
- The child’s physical presentation
- You receive information from or observe unusual behaviour in a parent

Why can’t I just pass on my concern verbally?

It is important that the person who has the concern gives a first hand account of this so that there is a clear and accurate record of what has been seen, heard etc. A record written by you will ensure that there is no misinterpretation of your concern or that it can be overlooked or forgotten.

How and what do I record?

Our Primary Sports Giants welfare concern form is the **Welfare Incident/ Concern form** ‘The Green Form’ that can be found in the Master Course Folder on site. If you are in any doubt about recording then please speak with the Designated Safeguarding Lead (DSL). (T Humphreys - Director & DSL, K Flint & E King) and look at the appendix VIII below.

info@primarysportsgiants.co.uk tom@primarysportsgiants.co.uk

What happens to the record once I've written it?

One of the main purposes of recording is to make sure that the DSL is able to respond properly to concerns for children. The DSL will decide what action is necessary in response to your concern. Actions they take will of course depend on how serious and urgent the concern is. These can range however from a decision to keep a close eye on the child, to referring the child to Specialist Children's Services so that they can undertake an assessment of the child's safety. The concern form you have completed will be kept by the DSL in a confidential file.

Who will see this? Will parents see my record?

Information relating to children's welfare will be shared on a strict "need to know" basis and in line with Kent County Council's Safeguarding Children Procedure that we have a duty to work within.

Neither the parent nor the child has an automatic right of access to child protection records and in most cases, the actual record will not be shared with parents. However we ask you to write this in a way that if we were asked to release school records perhaps by a Court, the record is a fair and factual account of an incident or event.

One of the most common responses by the DSL to concerns raised by staff for children will be to share these with parents with the purpose of working with them to understand and address the issue of concern. The details of your record therefore may be presented verbally to parents. Sometimes your concern will be one of many. If the DSL is worried that talking to parents might create a risk to any member of staffs safety they will not do this but seek the advice of colleagues in Education and Specialist Children's Services.

Will the record be destroyed once the issue is addressed or the child leaves school?

No. Past concerns for children and what happened in response to these can be very important information for staff who may have concerns for the child at a later time. The DfE guide us in the retention and transfer of safeguarding records. The DSL is responsible for passing these on under confidential cover to the DSL in the child's new school/setting when the child leaves us. For secondary schools, the records are kept until the child is 25 years old.

Appendix viii: Distinguishing fact and opinion

Consider each of the statements below. For each one decide whether it is a *fact* or an *opinion.*

Have a go at rewriting one statement that contains an opinion in a way that makes the difference between fact and opinion clear.

1. Being unemployed is depressing Mrs Bloggs.

2. Alan said his mother smacked him.

3. On the last contact visit the living room was not safe for the children.

4. The clothing in which Mr. Smith had dressed the baby was not appropriate.

5. Foster Care is not appropriate for Ian

6. Jenny is a very contented child.

Distinguishing fact and opinion (answers)

1. **Being unemployed is depressing Mrs. Bloggs.**

This is an opinion. A possible rewrite could be:

Mrs. Bloggs appears depressed. She is….(list her symptoms e.g. tearful, tired, listless, relationship with the children). This change in Mrs Bloggs has been noticeable since she lost her job and I think unemployment may be the main reason that she feels the way she does.

2. **Alan said his mother smacked him.**

This as written is a factual statement. However, it is important to know ***who*** Alan said this to. If he reported to a member of staff that his mother smacked him, one would expect a more detailed explanation to follow this statement, including what Alan said in his own words and what action the staff member has taken since.

3. **On the last contact visit the living room was not safe for the children.**

This is an opinion. It could be rewritten in the following way:

When I visited the family to talk about the children's attendance I did not think that it was safe to leave them in the living room. There were dirty syringes and other sharp objects within their reach. I therefore phoned their social worker.

4. **The clothing in which Mr. Smith had dressed the baby was not appropriate.**

This is an opinion. It could be rewritten in the following way:

I did not think that the clothing Mr. Smith had dressed the baby in was appropriate because it was a cold November morning and the baby was dressed in only a tee – shirt and shorts to be taken out in her pram with only a thin blanket to cover her.

5. **Foster Care is not appropriate for Ian.**

Again this is an opinion. A possible rewrite could be:

I do not think that foster care is appropriate for Ian. This is his sixth placement in five weeks and all his previous placements with foster carers have broken down. Ian has told me that he feels that he is being disloyal to his mother by living in a family and he would like to be placed in a residential home. Although I have talked at length with him about this he remains consistent in his view and his behaviour appears to be directed at ending the placement.

6. **Jenny is a very contented child.**

This statement is written as if it is a fact. However it is clearly an opinion. What is meant by the phrase *very contented*? Would we all understand it in the same way and would we all agree on the difference between a contented and very contented child?

It would be more helpful to give description of Jenny's behaviour and appearance.