The setting’s main priority is to safeguard the children in our care. The ‘Cause for Concern’ form is the method for safeguarding children and ensuring that all concerns are on our records and suitable action is taken. In the event of a safeguarding issue, staff must act immediately.

In the event that staff have any concerns regarding a child (no matter how minor they seem) they must speak to the Designated Safeguarding Officer on duty immediately and whilst the child is still on site, they will complete a ‘Cause for Concern’ form. If the Designated Safeguarding Lead is off site, the staff member will speak to the ‘Next in line’ Designated Safeguarding Officer on duty as stated in the list above. The senior management team will be available to support staff with this process if required.

**Completion of the form by staff**

Staff will fill in the form as fully as possible with their name, the date and the time. They will fill in the child’s name, date of birth and a witness name. For the details section of the form they will need to put in as much information as possible. For injuries, bruises and marks etc
they will need to fill in the body map and be clear where these are on the child. The body map must contain the child’s name, date of birth, date and time of concern and the staff name and signature. A thorough description will be given which will include the size, shape, colour and location.

When writing records, the details must be facts and not opinions. All forms and records made must be signed and dated at the end of each section. This will form a true record of events if this form is to be used for any further action. All forms will be stored in a central location and each child will have an individual file. Access to the file will be restricted to those listed on this policy. Practitioners will have access to the detail of the ‘Cause for Concern’ on a need to know basis, which will be agreed by the Designated Safeguarding Officer. A note will be logged with the date on all of the child’s files, to cross reference information. The forms will be monitored on a weekly basis by the Manager in order to assess levels, frequency and patterns of causes for concern. Any actions taken and outcomes will also be monitored. If there are witness/witnesses they must add the details of their involvement and initial and date at the end of the text. Staff must pass this to the Designated Safeguarding Officer immediately on completion, state on the form the member of staff that they pass it to, add the date and time and sign.

**Responsibility of the Designated Safeguarding Officer**

The Designated Safeguarding Officer has a responsibility to support staff in the completion of forms if necessary. Some of the information could be upsetting for staff to deal with and they need to ensure that all staff are supported through this process. When they receive the form they must ensure that the originator has completed the appropriate sections fully. They will then check all appropriate sources of additional information such as existing injury forms and previous concerns, detailing them on the form. They will complete the ‘received
by’ section adding the date and time and signing the section. The form is now their responsibility and they must ensure that any actions taken are fully logged and that they act on any information appropriately and immediately. When completing the further actions and comments section they must initial at the end of the text and add the date. This will form a true record of events if this form is used for any further action.

In all cases, unless the child will be at risk from significant harm due to concerns/knowledge about the family, the parents/carers need to be approached to give an account or explanation for the concern in question. This must be fully logged including parents/carer’s signature and date. If any action needs to be taken this must be done before the child leaves the site. It is their responsibility to gather the facts, check the ‘Cause for Concern’ file for other entries; check if the family are receiving additional support from other agencies. If the family are supported by the Children’s Social Care Team, the appropriate Team will be made aware of the concern. If there is no Children’s Social Care Team involvement with the family, they may be contacted for advice or notified if the concern is significant. This could be an isolated concern but they need to gather as much information as possible and record it.

This policy was reviewed and updated at a meeting of Silkstone Pre School Playgroup Ltd
Held on 12 September 2016
Date to be reviewed – September 2017
Signed on behalf of Silkstone Pre School Playgroup Ltd

Name of signatory – SAMANTHA JOHNSON
Role of signatory – CHAIR OF COMMITTEE