



1.11 Child Protection forms

Statement:

At Little Gillies we have many different forms and paperwork which we use to document any concerns we may have about a child. These range from accident forms to more serious concern forms. These forms are completed professionally, signed by the manager and are kept either in a child's file, or the safeguarding file; depending on the nature of the form. The safeguarding lead practitioner (SLP) or the deputy safeguarding lead practitioner will ensure these forms are monitored correctly and will take any further action if needed.

Types of forms:

Accident form: This is completed by the setting when the child has an accident on the way to the setting, in the setting or on the way out of the setting. This form outlines what happened, how it happened and what injury was caused. This is then shared with the parent/guardian on pick up (alternative contact may be sought depending on the nature of the accident). This form relates to child protection as it enables us to monitor any marks on a child and identify if any new ones have occurred. These forms are usually signed off by management and are kept in the child's file.

Existing Injury Form: This form enables us to monitor any accidents that may have happened at home/out of setting. We ensure we get as much detail as possible to ensure the explanation given by the parents/guardian match up to the injury presented. The SLP will monitor these forms closely and look to see if any repeating patterns occur. If this is noticed, then the SLP will take further action, for example, request a meeting with parents/guardian, complete a welfare concern form, or complete a referral form. These forms are signed off by management and are usually kept in the child's file (unless further action is taken).

Incident Report: This form is completed when an incident has occurred, for example, one child has hurt another child. The staff member completing the form will ensure enough detail is completed as possible such as what happened, where it happened and what injury was caused. These forms are shared with the



1.11 Child Protection forms

parent/guardian of the child who carried out the incident. If a child was hurt, then an accident form will be completed for that child. The SLP will monitor

these forms in the sense of monitoring the child's behaviour. Is this a change in behaviour? If so, what has caused this behaviour, particularly if the behaviour is regular? These forms will be signed off by management and are usually kept in the child's file unless further action has been taken.

Child Protection, Record of Concern: This form needs to be completed by the member of staff who witnessed an incident that raises concern, for example, an unexplained injury, something a child has said or something the child has acted out, which raises concern for the adult. This form must be completed out as professionally as possible stating what exactly happened/was said, and not the adult's opinions or theories. If the adult has written down the incident on a scrap piece of paper, then this must be attached to the professional form in case of any further action. This form then must be handed to the SLP who will decide the further action. When the further action has happened then the SLP will record this on the form and decide whether or not they feel feedback to the staff member is relevant. Once the forms have been signed by the staff member, the management and the family, they will be kept in the safeguarding file which is a locked box in the locked filing cabinet. Only the SLP and the deputy SLP have access to this.

Body Map: Which can be completed alongside the child protection, record of concern form if appropriate. The form has a body map picture of a young child and an older child; the younger child body map must be used for any child under the age of five years. If, on the record of concern form, they have stated that there is an injury then the body map **MUST ALWAYS BE COMPLETED** and stored with the record of concern form. The two forms will be stored together in the safeguarding file

Welfare of Concern: Which allowed practitioners to record smaller concerns for a child in their care? For example, regular nappy rash, constant head lice or general comment made by the child. This form requires the practitioners to



1.11 Child Protection forms

outline the abuse they think are occurring and to describe this further . The form will be passed on to the SLP who will use the 'monitoring of the welfare form' to record this concern. The SLP will monitor how many times this has happened, if it has happened before, and will decide on the next step. These forms will be stored in the safeguarding file together.

Information sharing: Two practitioners must be present for the conversation so no miss communication occurs. When the conversation has finished, it must be documented on the 'record of conversation form with parents/guardians' and then signed by the parents and the staff involved. This form will then be stored with the other forms that go along with the reasoning of this conversation.

Procedure: All rooms have copies of all the discussed forms and it is their responsibility to ensure they have always have some available in case of emergency. Spare copies of this forms, will however be stored in the office. The forms have been emailed to all staff and are stored on the manager's memory stick.

All policies and procedures are implemented, reviewed and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.

This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed

Signed on behalf of the provider.....

Name of signatory.....



1.11 Child Protection forms

Role of signatory.....

Reviewed by Sarah Beresford

Date June 2023