

LONGSTONE PRIMARY SCHOOL CHILD PROTECTION POLICY

APPENDIX 1

Child Protection: Storage, recording and review of records

1. STORAGE

- All pupils with a wellbeing concern will have an individual Pupil Wellbeing Folder.
- These will be stored in a box file – one box file per year group.
- Every Pupil Wellbeing Folder will have a Chronology.
- On the chronology – a very brief description of the event should given.

2. RED FOLDERS

The following children should have a red folder:

- Children on the CPR
- Children previously on the CPR

Children on the CPR will have a green 'Child Protection Active' label on their folder so that they are easily distinguished from the folders of children previously on the CPR.

3. LAAC PUPILS

- LAAC pupils and pupils who have been previously LAAC will have a blue folder.
- Where there are also current Child Protection concerns, their folder will have a green 'Child Protection Active' label.

4. REVIEW

- SMT meet on a weekly basis to discuss current wellbeing concern forms and to review previous wellbeing concern forms.
- Previous Wellbeing concern forms will be reviewed year group at a time.

5. PPRS

- LAAC pupils (previous and current) will have a blue dot on their PPR.
- Pupils who are on the CPR) or who have been will have a red dot on their PPR.
- LAAC pupils who are also Active Child Protection will have a blue and a red dot on their PPR.
- Pupils with a Wellbeing folder will have an orange dot on their PPR.
- Health and other records are kept in the pupil's PPR.

6. RECORDING ON SEEMIS

- When an entry is made in the chronology of the Pupil Wellbeing folder, Child Protection folder or LAAC folder, a note of this should be made on Pastoral Notes in Seemis. This should be a brief note directing to the file and not in itself a detailed account of events.
- Ongoing – non-child protection issues – should be recorded in Pastoral Notes on Seemis as they happen.

7. SMT PASTORAL CARE MEETINGS

These:

- Take place weekly
- Are attended by the SLT and invited staff as necessary
- Agenda is a discussion of: pending wellbeing concern forms, recent pastoral notes entries on Seemis, review of pupil wellbeing folders per year group.