

**Reporting Concerns - Policy**

In England, people working with children are expected to report concerns about a child’s welfare to the relevant agencies.

**Duty to protect children**

The key guidance:

Everyone who works with children has a responsibility for keeping them safe

Everyone who comes into contact with children and families has a role to play in sharing information and identifying concerns.

Co-operate to safeguard and promote the welfare of children. This includes:

local authorities

NHS services and trusts

police

probation services and young offenders institutions.

People who work in these agencies and who do not report suspected cases of abuse or neglect may be subject to disciplinary proceedings but do not currently face criminal penalties.

**Mandatory reporting**

It is mandatory for all regulated health and social care professionals and teachers in England to report 'known cases' of female genital mutilation (FGM) in under 18s to the police (Home Office, 2016).

**Making notes**

If anyone in your organisation has concerns about a child or young person’s welfare or safety, it’s vital all relevant details are recorded. This must be done regardless of whether the concerns are shared with the police or children’s social care.

You will need to share this record with your nominated child protection lead. Include:

Keep an accurate record of:

• the date and time of the incident/disclosure

• the date and time of the report

• the name and role of the person to whom the concern was originally reported and their contact details

• the name and role of the person making the report (if this is different to the above) and their contact details

• the names of all parties who were involved in the incident, including any witnesses to an event • what was said or done and by whom

• any action taken to look into the matter

• any further action taken (such as a referral being made) • the reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant).

Make sure the report is factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly recorded as such. The record should always be signed by the person making the report.

**Storage of child protection records**

* Information about child protection concerns and referrals should be kept in a separate child protection file for each child, rather than in one ‘concern.
* log’. The child protection file should be started as soon as you become aware of any concerns.
* It’s good practice to keep child protection files separate from a child’s general records.
* You should mark the general record to indicate that there is a separate child protection file.

**How to report concerns about a child’s welfare**

If you think a child is in immediate danger, contact the police on **999**. If you're worried about a child but they are not in immediate danger, you should share your concerns.

1. **Follow our safe guarding policy**
2. **Contact the NSPCC Helpline** on 0808 800 5000 or by emailing help@nspcc.org.uk.
3. **Contact Buckinghamshire local child protection services**. <https://www.bucks-lscb.org.uk/concerned-about-child/professionals-report-a-concern/>
4. **Contact the police.**

Services will risk assess the situation and take action to protect the child as appropriate either through statutory

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